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SAN FRANCISCO
PERSONNEL COUNCIL

AGENDAS AND MINUTES

1978 – 1984

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April 13, 1978

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To: Members of the Personnel Council
From: Nicki Beiderman
Re: Minutes of the Meeting of Wednesday, April 5, 1978

I. Lay-Off Rule - J. Auerbach

Currently, Ms. Auerbach is working on a project to provide a mechanism for implementation of lay-offs in the event that the Jarvis-Gann bill goes through. Next week departments will be asked to put together seniority rosters with employee's number, name, status and other pertinent information. Departments will be asked to return these rosters within three weeks so that seniority rosters will be completed by the end of May.

1. Ed Gazzano suggested that the rosters be posted in their respective departments so employees can make any corrections if necessary.
2. Ms. Rende reports that the lay-off rule will be reviewed by the Rules Revision Committee and should be on calendar by the middle of May.
3. L. Lewis asked what effect the contractual agreements would have between LEAA and the Probation Department. Would lay-offs be done strictly by seniority or with some AA guidelines? Ms. Auerbach stated that in a recent court decision lay-off determination was made according to how employees were hired.

II. CETA Lay-Offs - K. Lee

If any city employee in a particular classification is laid off, all CETA employees in that class in that department would also be laid off. Ms. Lee stated that CETA employees were to supplement not supplant staff.

III. LT Rule - D. Murphy

Commissioner Solomon is recommending that all LT positions be approved by CSC every 12 months. Mr. Murphy suggests that a small group from the Personnel Council meet with Commissioner Solomon to discuss this issue.

Minutes of the Meeting of
Wednesday, April 5, 1978

Page 2

IV. Rules Revision Committee Meeting - E. Gazzano
Mr. Gazzano urges departments to attend these public hearings so the Committee can get input from departments.

V. Unemployment Insurance - K. Rende
A decision regarding selection of the firm to handle unemployment insurance for the City was to be made April 5. Ms. Rende reported that a representative from the chosen firm will speak to the Council in the near future.

1. Ms. J. Auerbach will be taking over Ms. Rende's position until May 2 when Ms. Rende returns from her vacation.
Ms. Auerbach can be reached at extension 2327.

VI. Hearing Officer - J. Beckham
A meeting is scheduled for April 6 with the unions.

NEXT MEETING: Wednesday, April 19th
9:30 a.m.
Commission Room - 3rd Floor
San Francisco Public Library

AGENDA: Seniority Certification Date Lists - Speaker: Ms. J. Auerbach
Lay-Off Rule - Ms. J. Auerbach

Unemployment Insurance Firm - Speaker: T. Poulas

SF Civil Service

TO: Members of the Personnel Council
FROM: Helen Blumberg, Asst. Coordinator
RE: Minutes of the Meeting of April 19, 1978

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I. Unemployment Compensation - T. Poulas

Mr. Poulas introduced Mr. Pete Warnick and Mr. Mark Kimball of Gates, McDonald, the firm awarded the contract to handle unemployment compensation claims for the City. Both men explained the complex rules and regulations governing claims and answered numerous questions posed by attending members. In order to instruct employees who will be working directly with unemployment compensation claims, a series of workshops will be scheduled by Mr. Poulas in the very near future. Mr. Conlin, Social Services, and Mr. Beckham, Public Utilities, offered their departments for pilot programs. Some of the important factors brought out were:

1. Each case is decided on an individual basis giving consideration to the specifics in that claim.
2. "Separation" from service can be categorized as voluntary and involuntary.
3. Forced resignation is considered a termination as it is involuntary.
4. The necessity of keeping detailed and accurate documentation of hiring and separation provisions.
5. Those leaving the service because of mandatory retirement are eligible for compensation.
6. The maximum amount of compensation which can be paid out is \$2700.00.
7. The best way to keep costs down is to prevent a claim from being filed.
8. Valid claims are based on: the amount of wages or salary earned, the reason for separation, source of funding of wages or salary, and the separated employee's availability for full time work.
9. The need to respond to inquiries on claims within the deadlines mandated, and to submit information on separations to Gates, McDonald as soon as possible after the date of separation.
10. Employees hired for vacation or sick leave relief, part-time employment, and school term only, may be eligible for compensation.

To: Members of the Personnel
Council

Re: Minutes of the Meeting of
April 19, 1978

Page 2

II. Lay-Off Rule - A. Walker

Copies of the eighth draft of Rule 32 revisions were distributed and a discussion of the proposed rule followed. Mr. Walker commented that much of the proposed rule is the same as that currently in effect, but that two areas of change are the elaboration on hold-over status and that it is no longer absolute that an employee in a promotive position two or more steps higher than the position from which promoted be returned to an intermediate next lower rank.

Section 32.08 a.1. was the subject of extensive debate and by a majority vote members expressed their desire to have the section changed so that once an employee in a promotive appointment has attained five years of service in the class he or she may displace an appointee in the same class who has less seniority. As presently drafted, no displacement may occur if the employee with less seniority has five years of service in the class.

Mr. Walker requested that further suggestions be directed to him in writing as soon as possible. It is expected that this rule will be before the Standing Committee in mid-May.

III. Retirement - G. DeMerritt and R. Hernandez

A copy of the schedule of contribution rates for miscellaneous employees for July 1, 1978 - June 30, 1979 was submitted (a copy is attached hereto).

It was brought out that an employee who is laid off and returns to City service falls under the new Retirement regulations as a new employee. Previous coverage cannot be retained or granted.

IV. Civil Service - J. Auerbach

Ms. Auerbach distributed a list of departmental contacts for personnel matters effective April 11, 1978. Please update as follows for Police: Margaret Bass, 553-1341, is to be contacted re Uniformed Force. Helen Blumberg, 553-1511, should be contacted on all personnel matters other than requisitions and individual certifications and separations.

NEXT MEETING: Wednesday, May 3, 1978

9:30 a.m.

Commission Room - Third Floor
San Francisco Public Library

Schedule of Contribution Rates for Miscellaneous Members (Charter Section 8, 509) for July 1, 1978 - June 30, 1979. Rates include 0.50% for Cost-of-Living.

<u>AGE AT ENTRY</u>	<u>RATE</u>	<u>AGE AT ENTRY</u>	<u>RATE</u>
20 and Under	6.54%	38	8.17%
21	6.58	39	8.30
22	6.64	40	8.44
23	6.71	41	8.59
24	6.78	42	8.73
25	6.85	43	8.88
26	6.93	44	9.04
27	7.01	45	9.20
28	7.09	46	9.37
29	7.18	47	9.54
30	7.27	48	9.72
31	7.37	49	9.90
32	7.47	50	10.08
33	7.57	51	9.85
34	7.69	52	9.62
35	7.81	53	9.39
36	7.92	54	9.15
37	8.04	55 and over	8.89

5 May 12, 1978

TO: Members of the Personnel Council
FROM: Beth Van Arkel, Acting Secretary
RE: Minutes of the Meeting of May 3, 1978

MAY 22 1978

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I. SENIORITY ROSTERS - J. Auerbach

Ms. Auerbach announced that most of the small and medium-sized departments have returned their rosters and that a fairly good accuracy rate has been found in checking the department copies against those of Civil Service payroll. She urged the rest of the departments to submit their rosters by Friday and to post the copy returned by EDP for one (1) week to iron out discrepancies with employees. After the finalization of department copies, a city-wide roster by classification will be compiled.

II. LAY-OFF RULE - M. Ramirez

Concern over the section regarding a five-year employee's right to displace any other employee was expressed in the last meeting of the Lay-Off Committee with the Human Rights, Police and other Commissions. Temporary and Probationary employees may be granted holdover rights also. A 9th draft of Rule 32 revisions will be forthcoming. Any additional suggestions regarding such revisions should be submitted to the Standing Committee by May 8th.

III. LT APPOINTMENT RULE - H. Blumberg

The Standing Committee has asked that the following ranked order be imposed on the methods for making LT appointments in the proposed revision of Rule 19: 1. Appointment from the current list of eligibles under litigation 2. Appointment from the most recently expired list 3. Appointment from participants in the most recent examination in process 4. Appointment from current employees by seniority with the department.

IV. COMPENSATORY TIME - H. Blumberg

A letter from Jerry Connors, dated April 19, asking for a decision to be made as to whether or not compensatory overtime earned can be paid to someone's estate was read to the Council. Ms. Blumberg stated that a letter had been sent to J. Walsh for an opinion from the City Attorney. Discussion followed regarding the outcome of the City Attorney's opinion and the methods used to record overtime in the various departments. Ms. Rende pointed out that compensatory overtime may be converted to pay under emergency conditions if the "Z" status of a class is suspended by the Salary Standardization Ordinance. Mr. Beckham further pointed out that there are two precedents for Comp. Time conversion to Pay - that of Demo Adams and Dean Quinbee. Also the City Attorney has said previously that Comp. Time is to be considered as a Property Right and that it can be carried over to other departments. Ms. Blumberg added that the Police Department does pay off overtime earned for deceased sworn personnel.

Minutes of the Meeting of May 3, 1978 (continued)

IV. HEARING OFFICER - J. Beckham

There have been delays due to the fact that leaders of Local 400 had not been appearing for meetings even though Civil Service had notified them repeatedly. Information should be available in a few weeks.

V. NEXT MEETING

Next Meeting: Wednesday, May 17, 1978, 9:30 AM, Main Library
Commission Room

Send any suggestions for the agenda to H. Blumberg, Police Department, Legal Division

75
SF Civil Service
May 31, 1978

To: Members of the Personnel Council
From: Helen Blumberg, Assistant Coordinator
Re: Meeting of May 17, 1978

JUN 5 1978

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I. Seniority Roster: J. Auerbach

Ms. Auerbach expects to have the first draft of the EDP run of seniority rosters to the departments around May 22, 1978. Two copies will be sent; one to be corrected and returned to Civil Service by May 31st, the other to remain in the department. The roster is to be available for inspection by all employees during that period. Review forms will be distributed for the use of employees who believe that correction of data need to be made. Ms. Auerbach suggested the instructions for preparing the roster be used to answer employees' questions as to how seniority standing was determined.

II. Lay-Off Rule: K. Rende Mallegni

The 10th draft is to be distributed on this date. The CSC Standing Committee is scheduled to have hearings on the amended rule on Tuesday, May 30th, 10:00 a.m., Room 282. It was brought out that a notice prior to lay-off is not required.

There was considerable discussion on the possibility of a massive lay-off and its implementation through the Mayor's use of emergency powers. Alternatives to or mitigation of lay-offs, such as reduced work week, were also discussed. The departments have very little time to plan for and implement lay-offs should they be necessary.

III. Retirement: R. Hernandez

Processing of memberships will be limited to two or three days a week. Departments will be notified of the specific days. It was hoped that Retirement and Health Departments would be able to distribute informational bulletins on the subject of retention or loss of benefits in the event of a lay-off.

Next Meeting: Wednesday, June 7, 1978
9:30 A.M.

San Francisco Public Library
Commission Room, Third Floor

Agenda: Proposition 13 Results

June 15, 1978

JUN 21 1978

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SF Civil Service
To: Members of Personnel Council
From: Beth Van Arkel and Helen Blumberg
Re: Minutes of Personnel Council Meetings June 7, 1978

I. Lay-Off Rule - M. Ramirez

Ms. Ramirez reported on the status of Rule 32, stating that the 10th draft was not approved by the Civil Service Commission on June 5; that employee groups are in opposition to Section 32.08 which gives city-wide "bumping" rights to employees with five years of service in a class and requires a probationary period for employees transferred to a new department; and that a primary change in the 11th draft is the addition of Section 32.11, Involuntary Leaves of Absence, to allow employees to continue membership in the Retirement and Health Services Systems.

The Council decided to take a stand at the next Civil Service Commission meeting in support of Section 32.08 of the Lay-Off Rule. Ms. Blumberg will represent the Council at the meeting. As the Rule has already been posted, it will become effective immediately upon adoption by the Commission.

II. CETA - K. Lee

Due to the provision of the Maintenance of Effort, no substitution of federal funds for city funds is possible. If lay-offs occur there will be a strong adverse impact on CETA employment. Ms. Lee made the following points:

1. If any city-funded employee is laid-off, all CETA employees in that class will be laid-off city-wide.
2. As long as there are holdovers in a class, no CETA positions in that class can be funded.
3. Classes may be affected by lay-offs in another class if they meet the definition of being "substantially equivalent" as determined by an analysis of class spec., duties, pay rates and "actually assigned" duties.
4. Those laid-off city-funded employees who are re-hired under CETA's 10% limitation must meet the same requirements as other CETA eligibles.

Ms. Lee offered to conduct a workshop on CETA lay-offs after her own staff is trained. It was suggested that one part of a council meeting be set aside for this purpose and that Ms. Lee find out who we can lobby to for a change in the interpretation of the Maintenance of Effort. A memo will be forthcoming from Eunice Elton on CETA employees and lay-offs.

III. Civil Service - K. Mallegni

It was reported that no notices of certification will be sent out for city-wide classes this month; however, for classes that are unique to a department, the appointing officer may request notices to be sent. In addition, department heads may cancel certifications that are already out, provided no actual appointment has been made, without canceling requisitions by contacting the Certification Office.

Rule 19, Limited Tenure, finalization is in a holding pattern until the Lay-Off Rule is approved. Ms. Auerbach and staff are working on correcting the numerous key punch errors in the seniority roster.

IV. Special Meeting at 4:00 p.m. - J. Walsh

Mr. Walsh stated that the Mayor's office has presented budget options at three different levels of funding to the Board of Supervisors, six votes are needed for approval, and modifications are expected. The Mayor will officially declare an emergency in order to suspend Charter, Salary Standardization and Civil Service provisions to facilitate working people out of class and reducing salaries. There will be no salary increases on July 1, 1978. Approximately fifty million dollars have already been picked up from bonds. The Mayor favors budget cuts by department and giving latitude to department heads in determining how each will operate within their reduced budgets; whereas, the Supervisors tend toward across-the-board cuts and dictating how departments will make cuts: by reduced work weeks of 32-36 hours, attrition, lay-offs.

Mr. Walsh advised the Civil Service Commission that lay-offs by performance evaluation rather than seniority would not be feasible at this time because such has not yet been instituted city-wide and because such would probably result in meet-and-confer sessions. He made the following additional points:

1. Departments will be able to get OA's, if needed, provided the requisitions have already been approved.
2. Revised lay-off forms will be available from Al Walker by Tuesday.
3. Contact people will be named to provide employee information regarding lay-offs in order to avoid a myriad of questions being directed at the Certification Office.
4. Friday, Mr. Walsh will begin making decisions on what actions to take with the examinations currently in process.

V. Next Meeting:

Wednesday, June 21, 1978 - 9:30 a.m., Main Library Commission Room.

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4/21/78 SF Civil Service
June 29, 1978
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To: Members of Personnel Council
Subject: Minutes of Personnel Council Meeting, June 21, 1978
From: Beth Van Arkel

I. Mayor's Office - G. Vitello

The Fiscal Policy Review Committee is not operating at this time, but may be reconstituted in another month. Ray Sullivan is in charge of approving requisitions now and will retain veto power over the FPRC later. Neither renewals of expired temporary requisitions nor other types of requisitions are being approved routinely. Appointing officers who need requisitions for vacant positions approved should submit them, along with cover letters explaining their needs, to the Mayor's Office and they will be individually considered. Ms. Vitello pointed out that the approvals, especially of new permanent requisitions, will probably be more difficult to obtain next year since the true Jarvis-Gann budget will take effect then.

II. Certification Office - K. Mallegni

New forms for permanent requisitions are presently available; however, the temporary ones are not ready yet so the old ones will have to continue being used. She reminded the Members to put the position control numbers on requisitions and to send the documents for involuntary leaves/reduction of force to her office. The Certification Office will reinstate the 5-year employees to other departments and remove their names from the payrolls of the original departments. Employees without bumping rights who wish to continue receiving health service benefits must continue their names on their department payrolls and pay their fees.

Lay-off forms and informational brochures to be given to laid-off employees should be available in Room 151 Thursday. Only a few departments, i.e. Park and Rec, Fine Arts and Community College, indicated that lay-offs were anticipated. Ms. Mallegni stated that written notice indicating the reason for lay-off must be given to employees (in accordance with the Skelley case).

The EEO unit has obtained job order referrals for laid-off city workers with various other public agencies. The Employee Referral Unit will be setting up satellite centers for laid-off employees to obtain vocational counseling and apply for unemployment and food stamps, etc.

III. Civil Service - J. Auerbach

The revised seniority rosters will be available in Room 151 beginning Thursday. Large departments and bureau divisions will be given only one copy which they may duplicate. The city-wide runs will be retained by Civil Service, but will be available for review in room 52-A. Employee organizations will be given a copy of city-wide runs only for the classifications they represent. Appointing officers who have questions regarding city-wide seniority or who would like assistance with lay-offs should call Ms. Auerbach at 558-2935. Questions regarding the exemption of some classes from the 5-year bumping rule should be referred to Jan Simi and Al Ambrose at 558-2913.

To: Members of Personnel Council

Page 2

June 29, 1978

IV. MOET - K. Lee

Ms. Lee informed the Council that interpretation of Maintenance of Effort will be tighter than expected and any violations of MOE or irregularities in CETA hiring could result in Federal audits and large cash pay backs. The main problem is insuring that CETA employment supplements, not supplements, public service employment. She distributed and reviewed for the Council two memos amplifying MOE and CETA hiring and lay-off criteria. Ms. Lee informed us that if hours are reduced for certain classifications, CETA employees in such classes must have their hours reduced also. Her staff will be inspecting 9910, 9998 and other such classes to be determining if "actually assigned duties" are "substantially equivalent" to other similar civil service classifications. CETA employees in a department will not be pulled if there is no city-wide bumping in that class or if bumping occurs without resulting in a vacancy.

V. Bi-Lingual Pay - W. Conlin, J. Beckham

There was discussion on the denial of bi-lingual pay at the last Civil Service Commission meeting; members voiced concern over the distinction between this and exempt waivers for persons with special language skills. Mr. Conlin presented his predicament with the influx of Vietnamese and requested that reconsideration of the Commission's denial be sought at their next Special Meeting. Hopefully the full board will be present.

Next Meeting: Wednesday, July 5, 1978 - 9:30 A.M.

Main Library - Commission Room

SF
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8/2/78
August 11, 1978

SF Civil Service
To: Members of the Personnel Council
From: Beth Van Arkel
Subject: Minutes of Meeting August 2, 1978

AUG 17 1978

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I. Civil Service - J. Auerbach

Ms. Auerbach reported that a total of 448 employees of the City and County of San Francisco were laid off as of July 13, 1978. One hundred of these have been rehired in the same classification in another department or in their former classification. Of the remaining 348 unemployed only 15 were permanent employees. The laid-off permanent employees were primarily Museum preparators, Steam Fitters and Building and Grounds personnel. The other unemployed include Janitors, part-time Recreation Directors, Board of Education clerical personnel, Field Conservation Aides and part-time Physicians. The ethnic breakdown of these laid-off employees is available from Dorothy Yee in the Equal Employment Opportunity Unit.

She also stated that a comprehensive, detailed report on the Bilingual Pay issue is available for review in Tom Poulas' office and that she would report on the new Charter amendments which will be appearing on the ballot in November at the next meeting.

II. Assistant Secretary's Office - P. Barrett

Mr. Barrett announced that a Personnel Regulations Reference Guide will be distributed soon. It will cross-reference by subject sections of the Charter, Rules, City Attorney's Opinions, Laws and other Ordinances, Court Decisions and Regulations. The office is currently working on a city-wide procedures manual to standardize practices, policies and procedures throughout departments. He requested all departments to cooperate by submitting the above information and copies of the forms they use for grievances, leaves, lay-offs and other such matters.

III. Certification

Mr. Barrett is also attempting to remedy problems departments may be having with requisitions or the Certification office in general. If you have any problems or suggestions please contact Mr. Barrett.

Departments were instructed to withdraw or cancel requisitions currently on file in the Certification Office, if they need to do so for purposes of salary savings, in writing as soon as possible; otherwise, calls will be sent out.

IV. Performance Evaluation

Members were informed that the revised Civil Service Procedures Manuals would be distributed later this week by Roberta McDonough.

V. Miscellaneous

There was some discussion as to whether a temporary employee on Workman's Compensation could be terminated after an absence of one (1) year since the Rules allow for only ten (10) days. The opinion was that it would be discriminatory if for the purpose of cutting costs, but acceptable if in the process of lay-offs. It was agreed that the situation needs to be defined.

More discussion followed on the topic of withdrawing from the Federal Social Security System: whether it could be done without an election and whether a city could give better benefits at the same costs to employees. The situation in San Jose was mentioned and it was pointed out that the Federal government will probably be requiring all jurisdictions to belong to their system in the next few years.

David Murphy reported that CETA will not be hiring until the lay-off situation is settled and that CETA employees hired on project money cannot be asked to perform other duties unless a written request for such has been approved.

John Beckham reported that departments did not gain the right to appeal to the Civil Service Commission on termination cases. He also stated that terminated employees would have to sue the City to receive payment for compensatory time because the Controller claims to have no funds for such payments and that if an employee did sue he would probably win because the City Attorney has stated that receiving compensatory time off or payment in lieu of is an employee's vested right.

NEXT MEETING: Wednesday, August 16, 1978
9:30 AM - Main Public Library
Commission Room

75 To: Members of Personnel Council
From: Beth Van Arkel
Subject: Minutes of Personnel Council Meeting Wednesday,
August 16, 1978

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I. Certification - J. Auerbach

P. Barrett has been monitoring all calls to the Certification Office in the hopes of remedying problems Departments have been having. He requests members to refer any suggestions for improving the situation to him. Some members mentioned problems they have been having and Ms. Auerbach explained that some of the confusion is due to recent vacations and terminations and requisition cancellations. There was a request for an up-to-date list of the persons in the office responsible for handling the various classification series. Ms. Auerbach asked all department managers to double-check the starting salaries listed on certification papers for new and promotive employees. Because of some errors in the past there is a need to insure that employees begin work at the proper step.

II. CETA

D. Murphy reported that Mayor Moscone spoke on television last night to the issue of continuing the financing of CETA public employment. The Carter administration, in response to the Jarvis-Gann message, has said that CETA and Title II funds are not being used for their intended purpose and should be discontinued for municipalities in the next year or two.

Ms. Auerbach felt that something should be done to stop Departments from being penalized by CETA regulations preventing the filling of positions by CETA employees as long as holdovers remain. She gave the example of a holdover 8207, Building and Grounds person, who has waived all calls except the Port, thus blocking all other Departments from receiving any CETA employees in that classification.

III. Grievance Procedure - Rule 34 - D. Murphy

D. Murphy pointed out that the Court decided in the San Francisco Firefighters vs. the City and County of San Francisco case that the powers conferred upon an appointing officer cannot be delegated, as by submitting to arbitration. See the attached report for details. Mr. Mares of ERD has consented to address the Council on this topic. In this regard please send any suggestions on the specific areas he should cover to Mr. Murphy.

IV. Retirement - R. Hernandez

Mr. Hernandez asked the members to be sure their Payroll Clerks discontinue payment on the proper date for employees voluntarily retiring from service. Once the Department's Payroll has returned the letter to Retirement acknowledging the date of retirement the case goes before their Board for approval and calculation of benefits. Some Departments have continued these people on their payrolls after the established date and it causes problems for the Retirement Division.

V. Unemployment Insurance

All Departments should have their copies of the Claims Manuals. The question as to whether an employee who takes a forced leave of absence as a result of lay-offs can receive unemployment benefits was answered affirmatively, even though the employee is waiting for a call to return to service.

Ms. Auerbach was asked to clarify the issue presented at the last meeting on termination of temporary employees who have been off-duty on Workman's Compensation more than 10 days.

VI. Charter Amendments - J. Auerbach

Ms. Auerbach reported on the following sections of the Charter which will be on the ballot in November:

Section 3.661 - States policy of non-discrimination, gives the Civil Service Commission the final decision in hearings of claims of discrimination and the power to enforce their rulings.

Section 8.321 - Defines selection procedures for the examination of applicants, including the use of performance evaluations and work samples; gives the Commission the right to determine the size and composition of oral boards and allows the use of eligible lists established by the State Joint Apprenticeship Council.

Section 8.322 - Allows scoring of written examinations to facilitate the examination process, even though there are unresolved protests on written items.

Section 8.323 - Allows appointment of eligibles not effected by protests of tentative eligible lists, pending the resolution of the protests.

Section 8.340 - Allows the Commission to: set probationary periods by classification of not less than six (6) months or more than twelve (12) months, except that executive classes could have probationary periods of 12-24 months; return employees terminated on probation to the list and review termination cases of the Police and Fire Departments for future employability with the City.

VI. Charter Amendments - continued

Section 8.341 - Gives all employees, except the uniformed, the right to appeal to the Civil Service Commission on dismissal issues, gives the Commission the power to hear charges filed by any citizen or member or agent of the Commission when appointing officers refuse to bring charges within 30 days and deletes the enumeration of causes for dismissal, stating that an employee may be dismissed from service provided he gets a hearing.

The rest of the amendments passed by the Board of Supervisors pertained to the Police and Fire Departments so were not discussed. The Board also passed an amendment combining entrance and promotive lists. The one regarding the termination of sick leave pay-offs for new employees will be before the Board soon. All of the 26 present amendments will be presented to the voters as a package, in accordance with the decision of the Legislative and Personnel Committee. That is, all items for a Department or under a topic will receive 1 voting slot.

VII. Announcements

Mr. Murphy is asking for suggestions on topics to be covered in future meetings of the Council. Please send any to him in the next few weeks.

Mr. Beckham is accepting suggestions in the next couple of weeks for Mr. Walsh on possible formats, questions and types of testing to be used in the forthcoming Personnel examinations, particularly for the 1270 Departmental Personnel Officer level.

A list of departmental representatives is attached.

NEST MEETING: Please note there will not be a meeting on the first Wednesday in September, the 6th.
Our next meeting will be on Wednesday,
September 20th.
9:30 am, Commission Room, Public Library

October 27, 1977

City Hall
San Francisco, CA 94102

Mr. Gilbert H. Boreman
Clerk of the Board
Board of Supervisors
City and County of San Francisco
235 City Hall
San Francisco, CA 94102

Subject: Scope And Applicability of
Civil Service Commission
Rule 34 (Grievance Procedure)

Dear Mr. Boreman:

This letter is in response to your request on behalf of Mr. Patrick J. Mahler for my opinion regarding the scope and applicability of a grievance procedure adopted by the Civil Service Commission (Rule 34).

The Civil Service Commission (hereinafter referred to as the "commission"), in adopting Rule 34, replaced a voluntary, non-binding grievance procedure with one which would subject departmental decision making and rule and ordinance interpretations to a mandatory five step arbitration procedure. An arbitrable grievance is defined in Rule 34 as "... any dispute concerning the interpretation or application of the provisions of a memorandum of understanding, or in the absence of a memorandum of understanding, a dispute concerning department rules and regulations governing personnel practices or working conditions ... grievances shall be considered only on matters within the power of the appointing officer to act."

The power to adopt and interpret rules and regulations for the operation of a City department is vested in the board, commission or the Chief Administrative Officer which, by Charter, is responsible for the performance of the department. Charter Section 3.500 grants to boards and commissions appointed by the Mayor the power and duty "to prescribe reasonable rules and regulations not inconsistent with the Charter for the conduct of its affairs, for the distribution and performance of its business, for the conduct and government of its officers and employees and for the administration, custody and protection of property under its control ..." (Emphasis added)

Charter Section 3.201 grants to the Chief Administrative Officer the power and duty "... to prescribe general rules and regulations for the administrative service under his control ..."

Charter Section 3.661 grants to the commission the power to "... adopt rules to carry out the civil service provisions of this charter ..." As the employment and personnel office for the City and County, the commission is invested by Charter with the authority to classify and reclassify Civil Service positions, review departmental disciplinary actions, collect salary data and to manage the City's merit hiring and promotion system.

Mr. Gilbert H. Boreman
Clerk of the Board
Board of Supervisors
October 27, 1977
Page 2

The employment and personnel authority of the commission does not extend to those departmental decisions made pursuant to Charter Sections 3.201 and 3.500, even though they may have an effect upon employees. The Civil Service Commission is without power to effect rules, regulations or a memorandum of understanding adopted or entered into by the Chief Administrative Officer or a board or commission on subject matter not within the authority of the Civil Service Commission. For instance, the assignment of librarians to library branches is solely within the discretion of the librarian and the Library Commission. The Library Commission could establish an assignment procedure and adopt a library grievance procedure. However, the Civil Service Commission has no Charter granted power to obligate a department to adopt a grievance procedure for use by employees who disagree with departmental assignments.

Therefore, it is my opinion that Rule 34 may be made use of by a department but is not mandatory unless adopted by the Chief Administrative Officer or a board or commission.

Should an officer, board or commission make use of Rule 34's "Step 5 - Arbitration Process", the arbitrator's decision regarding the implementation of a department rule or regulation cannot be subject to final and binding arbitration. The Court of Appeal in San Francisco Fire Fighters vs. City and County of San Francisco (1977) 68 C.A.3d 896 ruled that:

"... neither the City's mayor, nor its board of supervisors, nor its fire commission, had authority to approve the Memorandum's provisions for arbitration of grievances concerning the fire commission's rules and regulations." (p. 902)

The court's decision was based upon the principle that

"... public powers conferred upon a municipal corporation and its officers and agents cannot be delegated to others, unless so authorized by the legislature or charter. In every case where the law imposes a personal duty upon an officer in relation to a matter of public interest, he cannot delegate it to others, as by submitting it to arbitration." (The court quoted from 2 McQuillin, the Law of Municipal Corporation (3 ed. 1966) Section 10.39)

The courts have not spoken to the question of the use of binding arbitration in a dispute on the interpretation or application of a provision of a memorandum of understanding, ordinance, rule or regulation. Until such time as the courts broaden the scope of the Fire Fighters decision, it is my opinion that interpretation and application can be subject to binding arbitration.

Personnel Council Roster

<u>Name</u>	<u>Title</u>	<u>Department</u>
Les Lewis		Adult Probation
William L. Blackwell	Deputy Agricultural Commissioner	Department Agriculture
Max E. Thomas		Assessor's Office
Paul Scannell	Chief Administrator	Chief Administrator's Off.
Carl Olsen		County Clerk's Office
Demosthenes Adams	Salary Division	Civil Service Comm.
Albert Ambrose	Divn. Mgr. Personnel	Civil Service Comm.
Joanne Auerbach	Principal Personnel Analyst	Civil Service Comm.
Charles Childs	Payroll Audit Divn.	Civil Service Comm.
Sandra Cole		Civil Service Comm.
George Collins	Real Estate Dept.	Civil Service Comm.
Mignon Collins	Asst. Divn. Mgr.	Civil Service Comm.
John DeSoto	Divn. Mgr. Personnel	Civil Service Comm.
Virgil Elliott	Dir. Finance and Records	Civil Service Comm.
John C. Farrell	Controller	Civil Service Comm.
Kathy Mallegni	Personnel Analyst	Civil Service Comm.
Monte Mansir	Asst. Divn. Mgr.	Civil Service Comm.
Roberta McDonough	Training Officer	Civil Service Comm.
Donald Molinari	Divn. Mgr. Personnel	Civil Service Comm.
Anna Moy	Certification Divn.	Civil Service Comm.
Donald Pistolesi	Asst. Divn. Mgr.	Civil Service Comm.
Thomas Poulas	Principal Personnel Analyst	Civil Service Comm.
Lillian Sing	Commissioner	Civil Service Comm.
Beth Van Arkel	Secty., Personnel Council	Civil Service Comm.
Albert Walker	Asst. Secretary	Civil Service Comm.
John Walsh	Gen. Mgr. Personnel	Civil Service Comm.
Jim Gillen	Admin. Secretary	City Planning
Horace Browder	Admin. Assistant	Commission on Aging
Susan Heller	Coordinator	Commission, Status of Women
Jim Ilnicki	Personnel Officer	Community Mental Health
Tim McLeod	Sr. Management Asst.	Community Mental Health (Bureau of Alcoholism)
Edmond Fong		Community College District
Virginia MacCubbin	Admin. Assistant	District Attorney's Office
Celia Thompson	Family Support Bur.	District Attorney's Office
John A. Burke	Dept. Personnel Off.	Board of Education
Jerome Turay	Classified Personnel	Board of Education
Thomas Gerugthy		EDP
Burton Dougherty	General Manager	Dept. Electricity
Jean Pral	Principal Personnel Analyst	Employee Relations
Milton Mares	Act. Director	Employee Relations

Personnel Council Roster

Page 2

<u>Name</u>	<u>Title</u>	<u>Department</u>
Joanne Beckman		Fine Arts Museum
Ronald Egherman	Vice Dir. for Admin.	Fine Arts Museum
Emmet D. Condon	Deputy Chief	SF Fire Department
Patricia Cowan		SF Fire Department
Earl Gage		SF Fire Department
Andrea Brown	Prin. Personnel Analyst	SF General Hospital
Carl Fumante	Sr. Dept. Personnel Officer	SF General Hospital
Susan Haggerty		SF General Hospital
David Treanor	Management Asst.	Human Rights Comm.
Brad Wease	Dept. Personnel Off.	SF International Airport
Byron Davies	Personnel Officer	Laguna Honda Hospital
Gwynned Vitello		Mayor's Office
Katie Lee		Mayor's Office of Manpower
Robert Won		Mayor's Office of Manpower
Ray Wong		Mayor's Office of Manpower
Barbara Gatlin	Personnel Officer	Park and Rec. Dept.
Marsha Ramirez	Personnel Officer	Park and Rec. Dept.
Lynn Pio	Transit Improvement Program	Municipal Railway
Helen Blumberg	Legal Office	SF Police Department
James Shannon	Captain, Personnel Training	SF Police Department
Thelda Poteet	Sr. Dept. Personnel Officer	Dept. of Public Health
Dorothy Cook	Personnel Officer	Dept. of Public Health
Ned Walsh		Dept. of Public Health (Employee Referral Program)
John C. Frantz	City Librarian	SF Public Library
David G. Murphy	Dept. Personnel Off.	SF Public Library
John Beckham	Sr. Dept. Pers. Off.	Public Utilities Comm.
Peter Granger	Asst. Pers. Analyst	Public Utilities Comm. <i>Hetch Hetchy</i>
Eugene Womack	Dir. Personnel	Public Utilities Comm.
Mori Noguchi	Sr. Dept. Personnel Officer	Dept. Public Works
Doris Anderson	Personnel Dept.	Dept. Public Works
James Nybakken		SF Redevelopment Agency
Granville DeMerritt	Exec. Asst. to Gen. Manager	Retirement System
Rudy Hernandez		Retirement System
Terry White		Sheriff's Office
Maxine Eichel	Asst. Pers. Analyst	Dept. Social Services
Keith Bunch	Personnel Analyst	Dept. Social Services
Charles Wimp		Dept. Social Services
Warren Conlin		Dept. Social Services
Ben Martinez	Personnel Supvr.	SF Water Department
Jerry Connors	Management Asst.	Hetch Hetchy Project
		SF Water Department

October 3, 1978

5
SF Civil Service
To: Members of Personnel Council
From: Beth Van Arkel
Subject: Minutes of Council Meeting September 20, 1978

OCT 10 1978

SECURITY COPY

I. Civil Service - J. Auerbach

Ms. Auerbach made the following announcements:

1. A list of departmental contacts is being updated.
2. Commissioner Lillian Sing has resigned in order to run for a position on the Community College District Board; she has been replaced by Dr. Rolland Lowe who was sworn in on September 26th.
3. Ms. M. Collins' operation in 52E has started a pilot project of immediately certifying positions in the stenographic series (particularly Classes 1444-1446).
4. A list of reassignments in Certification will be available at the next meeting. Ms. A. Moy is still monitoring the calls to Certification and Mr. A. Walker is recording the nature of the calls in order to assess the department's problems and determine how to remedy them.
5. Since the holdovers for the Class 2708 Custodian are not interested in re-employment, calls will be going out now, except in those departments which are contracting-out for janitorial services.
6. Amendments to the cross-reference guide are available to interested parties.
7. The Commission has cancelled the current examinations for the personnel series hoping to reissue announcements after the Charter Amendment to combine Entrance and Promotive lists passes in the upcoming election.
8. The Commission has no current powers to take action against Department Managers who discriminate in a Rule of Three selection; an eligible who believes she/he has been discriminated against would have to take their case to an outside regulatory agency. At present there are no guidelines for making a choice in a Rule of Three appointment but Managers should be careful not to present the job differently to the various eligibles being interviewed.
9. Review/Revision of Civil Service Rules 16-29 is being scheduled.

II. Retirement - G. DeMerritt, R. Hernandez

The Regional Manager of Hartford Life Insurance and his associate introduced the Members to the deferred compensation plan which is going to be offered to employees of the City and County. City Ordinances allow us to use such a plan and gave Retirement the responsibility for selecting the firm (Hartford) and the Coordinator (Dean Witter). Hartford Life intends to present half hour audio-visual informational sessions to small groups of employees in all city departments, probably in November and December, after which interested persons can arrange for individual and confidential interviews with Dean Witter's account executives. The Senate Ways and Means and the House Finance Committees have supported the plan and are expected to have it finalized by October 6 for the Tax Act of 1978. The Hartford Life representative has promised to distribute informational brochures to Members of the Council by October 19 and be present at the next meeting of the Council, October 25, to present details of the plan.

II. Retirement - (continued)

All Department Managers are urged to attend. The following features of the plan were mentioned:

1. The plan will probably be available only to permanent employees.
2. Employees will be able to participate in 10% multiples in any or all of the three investment accounts (fixed, bond and common stock) and change directions or amounts at any time.
3. Employees in the School District who already participate in a voluntary tax shelter annuity will be able to supplement that retirement plan with the deferred compensation plan.
4. The plan will probably allow for portability to other agencies with similar plans.
5. The money contributed will be tax deductible (State and Federal).
6. The employer would maintain control over the employees money unless he/she dies, is terminated, or an "unforeseen budgetable situation" occurs (it is not to be used as a savings plan from which individuals can borrow like a Credit Union).

Mr. Hernandez explained some recent policy changes:

1. Membership status in the retirement system ceases when a member resigns or is terminated. Therefore, employees on leave of absence retain membership and employees cease to be members on the date of termination, not on the day their money is refunded.
2. Vesting privileges are allowed when an employee has qualified for the benefit. To qualify, an employee has to ~~be age 50 and~~ have five years of service under the new plan or ten years of service and \$1,000 ~~invested~~ under the old plan. If an employee leaves the service and returns he/she would be entered into the new plan and not be able to resume privileges in the old plan.

III. CETA - K. Lee

There are House, Senate and Administrative versions of the Re-Enactment Bill. Some of the issues to be decided this month are:

1. Limiting CETA employment to 18 months, 12 months for projects.
2. Eliminating the classifications available for CETA employment to sustenance level positions (below \$10,000 per year)
3. Requiring the Prime Sponsor to help participants find other employment after their CETA employment has ceased.

Ms. Lee made the following announcements:

1. All MOET offices are located on Mission Street
2. The Public Service Employment Division has been reorganized into three units (Career planning, Monitoring and Recruitment/Selection).
3. The department is planning to hold workshops in November to explain their new functions to all city departments.
4. Vacated CETA positions are now being refilled.
5. There will be a shift in emphasis from regular public service employment to youth programs.
6. Participants will not be allowed to return to the program for three years after their CETA employment ends.

October 19, 1978

OCT 24 1978

To: Members of the Personnel Council

From: Marsha Ramirez

Subject: Minutes of Council Meeting October 4, 1978

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I. Civil Service

Ms. J. Auerbach made the following announcements:

1. The Certification Office must have the green certification forms returned by the departments before appointments can be validated.
2. Civil Service Rule 33, Resignation, was posted for adoption on October 16th. Rules 37, Blanketing in of Child Care Center employees and Rule 38, Emergency Employment Act, were referred to the Civil Service Standing Committee on Rules Revision, to be considered for deletion.
3. The personnel series of examinations was cancelled by Commission action. Included were 1240 Assistant Personnel Analyst, 1242 Personnel Analyst, 1244 Senior Personnel Analyst, 1270 Departmental Personnel Officer, and 1273 Director of Personnel and Staff Development.
4. A proposal to contract for the janitorial services at the Academy of Sciences and at Social Services was scheduled to be heard by the Board of Supervisors on October 10th. This will result in laying off some janitors. Until these janitors can be reassigned to other departments, Civil Service will give OA's for NCS appointments for eligibles on the list.

II. CETA

CETA has begun filling some vacancies such as Junior Clerks, Clerks and Assistant Personnel Analysts.

III. Charter Amendments - November Election

1. There was discussion about the effects of Proposition M, which changes the payoff for accumulated sick pay upon death or retirement. Ms. Auerbach will look into the matter and provide more details at the next meeting.
2. R. Drury, of the Retirement Board, explained that if Proposition G passed, eliminating the mandatory retirement age, employees with less than 10 years service may leave voluntarily at age 65. Such employees would receive benefits computed by a special formula and may be eligible to receive one year of unemployment compensation benefits. Employees electing to continue working past age 65 must have 10 years of service in order to receive retirement benefits and would not be eligible for unemployment benefits upon retirement.

IV. Health Service Benefits

Mr. E. Fong brought up the question of which department should have the responsibility of paying health service benefits for employees who have been placed on involuntary leave. He expressed concern that the last department the employee worked for is required to pay for the benefits even if the employee worked there for only a short time.

Next Meeting: Wednesday, October 25, 9:30 am, Main Library Commission Room.

Topic: Deferred Compensation Plan

NOV 8 1978

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To: Members of Personnel Council
From: Beth Van Arkel
Subject: Minutes of Council Meeting, October 25, 1978

I. Deferred Compensation:

Representatives from Hartford Insurance and DeanWitter Reynolds were introduced. They discussed with the members their deferred compensation plan, answered questions, distributed informational brochures and presented the audio-visual program which will be used to introduce City Employees to the plan. One hundred five (105) meetings have already been scheduled for employees on employer premises and time in all of the departments responding to their previous inquiry. They will begin next month. A schedule of all meetings will be distributed so that employees missing one in their department can join another. By January 1979 deductions from paychecks of participating employees will begin. The primary kinds of people who should consider a deferred compensation plan are:

- 1) Those who want to prepare for retirement and need money in addition to the City Pension and Social Security, and
- 2) Those who need a tax shelter because they are single, have dual incomes, their house is paid off, their children are raised, etc.

The plan includes fixed and variable investments. There is no fee for the guaranteed interest account, but there are fees for the bond and common stock accounts.

IRS imposes the following limitations on contributions to the plan:

- 1) A minimum of \$5.00 per pay check and
- 2) A maximum of 25% of one's gross income or of wages for 7,500 hours a year, whichever is less except that \$15,000 can be contributed during the last 3 years before retirement. There are five (5) methods of distribution, i.e. one lump sum, monthly payments over a specified period of time, etc., and five (5) conditions under which payments may be made, i.e. death, termination, disability, retirement, and extreme hardship. In the latter case, one must present one's case to the Retirement Board for approval.

II. Civil Service Commission - Joanne Auerbach

Ms. Auerbach distributed an updated departmental contact sheet and informed the members of the following moves which will be occurring in Civil Service on November 10. The EEO Unit will be moving from Rm. 52D to Room 151, M. Collins' Unit from Rm. 52E to 450 McAllister, 4th. Floor, except the information window which will function in Room 151, Timeroll Audit from Rm. 152 to 52E Back, Certification from Rm. 151 to 52E Front, the Assistant Secretary's Office from 154 A to 153, Training Unit from 450 McAllister 4th. Floor to Rm. 152 and Inservice (Ms. Auerbach) probably to 154A. Most of the units will be retaining their same phone numbers. Since there will probably be more layoffs in July, the Commission would like to finalize the lay-off Rule; if anyone has any suggestions, please submit them in writing soon. Ms. Auerbach clarified the policy on using sick leave for maternity leave. It is acceptable prior to birth and during illness or the convalescent period after birth, usually up to 1 year; However, fathers are not included. Appropriate Rule changes have been drafted should Proposition B pass, but not if Proposition F passes because a City Attorney's opinion is needed first. Local 400 is lobbying for cost-of-living increases for City workers before the Federal freeze on wages occurs on April 15, 1979.

III. Certification - D. Murphy

Mr. Murphy discussed the problem that occurs for a department which submits a requisition after another department when the first department delays the selection of someone and the return of the green sheet for many weeks, thereby preventing the second department from being certified any names for their vacant position. The Council recommended that a policy be adopted allowing the same names to be certified to another department after a period of 2 weeks, whether or not the first department has made a choice and completed their paper work.

IV. CETA - Ray Wong

Mr. Wong discussed at length the recently enacted legislation signed into law by Carter, October 18 and to remain in effect for 4 years, the Reauthorization Bill which takes effect April 1, 1979, and how all the changes with CETA employment will affect City Departments and be handles during the transition period.

Some of the highlights were:

- 1) The duration of participation is limited to 18 months for recent CETA employees and 12 additional months for CETA employees having already worked more than 6 months per five year period.
- 2) A 16% reduction in jobs for San Francisco is anticipated next year from the current 4,400 jobs, 3,000 of which are with the City and County,
- 3) The eligibility requirements for both Title II and Title VI are unemployment for 15 out of 20 weeks,
- 4) The national average annual salary allowable for a CETA participant will be \$7,200 which indexed would probably mean the average in San Francisco would be \$8,400 annually per participant,
- 5) There will no longer be supplementation of Federal Funds with City Funds above the \$10-20,000 ceiling for Title II positions and extremely limited supplementation up to a probable maximum of \$13,200 annually, for Title VI positions. Mr. Wong explained the difference between the two Titles:

Title II provides relief for unemployment caused by intent, artificial barriers, i.e. discrimination or unfair minimum requirements, and Title VI for unemployment caused by economic factors, i.e. high unemployment rate. Title II funds which provide 25% of the jobs has been on-going since 1973 and Title VI funds which provide 75% of the jobs will be phased out. There will have to be a decrease in CETA employment in the City and an increase in PSE employment in the private non-profit sector. Since CETA regulations state a CETA cannot be employed in a classification unless there are "hard funded" employees in the class, no separate CETA classes can be created to alleviate the salary restrictions. In the future, CETA employment in the City and County will be limited to very few classifications.

NEXT MEETING: Wednesday, November 1, 1978 - 9:30 a.m.

SF
C65 75

11-1-78

SF Civil Service

November 9, 1978

NOV 15 1978

TO: Members of Personnel Council
FROM: Beth Van Arkel
SUBJECT: Minutes of Council Meeting, November 1, 1978

DOCUMENTS DEPT.
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I. Civil Service - Tom Poulas

Administrative Provisions of SSO 1979-80

Mr. Poulas distributed the Memorandum of October 27, 1978 Re: Proposed Amendments to Administrative Provisions 1979-80 Salary and Salary Standardization Ordinances and reiterated that the same salary recommendations of 1978-79 are going to be presented to the Board of Supervisors this year unless departments request amendments (in writing and directed to C.S.C. and E.R.D.) before November 30, 1978. Since few departments have copies of the 1978-79 recommendations (Ordinances rescinded by Mayor's Proclamation after Proposition 13 passed), Helen Blumberg volunteered to request from the Employee Relations Division copies of the Joint Council MOU which reflects the 1978-79 recommendations. The Council would like E.R.D. to submit the Joint Council MOU to the various department heads who are legally required to act under their provisions.

Probationary Period under Proposition B

Mr. Poulas pre-alerted departments to the fact that they should be thinking about what the proper length of probationary period should be for the various classifications in their departments in the event Proposition B passes and mentioned that it will be quite a project to standardize these recommendations if they differ in departments and if classes cross department lines. Wage and Salary is conducting a survey to determine if the second step salary increment would still be given after six (6) months even though a probationary period might be extended to one year. David Murphy suggested that probationary periods state "time worked" rather than "time paid" to prevent employees from passing probation while out on "sick leave."

Unemployment Insurance

Mr. Poulas' final announcement was that he would be meeting with Mark Kimble of Gates, McDonald regarding Unemployment Insurance and that the results of that meeting would be forthcoming at a future Council Meeting.

II. Announcements - D. Murphy

Mr. Murphy distributed fliers for the Civil Service Christmas Party (attached) and for the new B.A. program in Public Management/ Social Science offered by St. Mary's College. James E. Ferguson will be the guest speaker at the next Council Meeting on November 15 to explain the program to the Members and he will be available that same day at 5:45 pm in the Lurie Room to discuss the program with any interested parties. The cost of tuition is \$75.00 per unit or \$450.00 - \$900.00 per session.

II. Announcements - D. Murphy (continued)

Deferred Compensation Program

There was a request for clarification of who is eligible for the Deferred Compensation Plan - the answer is: permanent full-time and permanent part-time employees earning over \$400.00 per month and elected officials; however, this may be subject to change by I.R.S. and Federal Regulations at the end of the year.

Attached is a listing of upcoming meetings on deferred compensation which may be helpful if individuals are unable to attend the meeting in their department.

Sick Leave Payment under Proposition F

It was requested that someone respond to the question of whether or not already accumulated sick leave will be paid to retiring employees if Proposition F passes.

Mr. Murphy suggested that members get a copy of the Famis Report 783 from the Controller's Office because it is quite helpful for payroll, budget and accounting purposes.

NEXT MEETING: November 15, 1978 - 9:30 am
Main Library - Commission Room

AGENDA: 1 - CETA Program - October 1978 Legislation
2 - B.A. Program in Public Administration
St. Mary's College
3 - Probationary Period under Proposition B

NOTE: Correction of Minutes for October 25, 1978
On Page 1, line 10 from the bottom of the page,
change "7,500 hours" to "7500 dollars" and on
Page 3, line 11 from the bottom of the page,
change "phased out" to "phased down."

Schedule of Group Meetings - San Francisco Deferred Compensation Plan

<u>Date</u>	<u>Place</u>	<u>Time</u>
11/13/78	1095 Market Street, Commission on Aging	9:30 am
	1212 Market Street, City Attorney	11:00 am
	Laguna Honda Hospital, 375 Laguna Honda Blvd.	3:00 pm
	Assignment Theater, Hospital Staff	
11/14/78	850 Bryant Street - Auditorium, Police Dept.	8:30 am
	850 Bryant Street - Auditorium, Police Dept.	4:00 pm
	850 Bryant Street - Auditorium, Police Dept.	7:00 pm
11/15/78	850 Bryant Street - Auditorium, Police Dept.	8:30 am
	101 Grove Street - Rm 300 Community Mental Health	1:00 pm
11/16/78	850 Bryant Street - Conference Room, Coroners' Office	8:00 am
	170 Otis Street - Auditorium, Social Services	Noon
	850 Bryant Street - Conference Room, Adult Probation	2:00 pm and 3:00 pm
	850 Bryant Street - Coroners' Office and Purchasing Dept.	4:00 pm
11/17/78	Laguna Honda Hospital - 375 Laguna Honda Blvd., Assignment Theater, Hospital Staff	7:30 am
	814 Mission - 6th Floor Conference Room	10:00 am
	District Attorney	
	814 Mission - 6th Floor Conference Room	11:00 am
	District Attorney and Emergency Services	
	1453 Mission - CETA and Mayor's Office	2:00 pm
	850 Bryant Street - Jury Room or Room 305	4:00 pm
	County Clerk	
11/20/78	850 Bryant Street - Police Department	8:30 am
11/21/78	101 Grove Street - Auditorium - 3rd Floor	8:30 am
	Public Health	
	City Hall - Room 282	10:00 am and
	Purchasing Dept. and Assessor's Office	11:00 am
11/22/78	450 McAllister - Rm 501 - Health Service	4:00 pm
	850 Bryant Street - Room 101	8:10 am and
	Municipal Court	8:40 am
	170 Otis Street - Auditorium, Social Service	Noon
	101 Grove Street - Rm 300, Public Health	2:30 pm
	850 Bryant Street, Room 101, Municipal Court	4:00 pm
11/27/78	Fire Commission Meeting Room - 260 Golden Gate Ave., 2nd Floor, Fire Department	9:00 am
	170 Otis Street - Auditorium, Social Services	Noon
	City Hall - Rm 335 - Sheriff's Dept.	3:00 pm

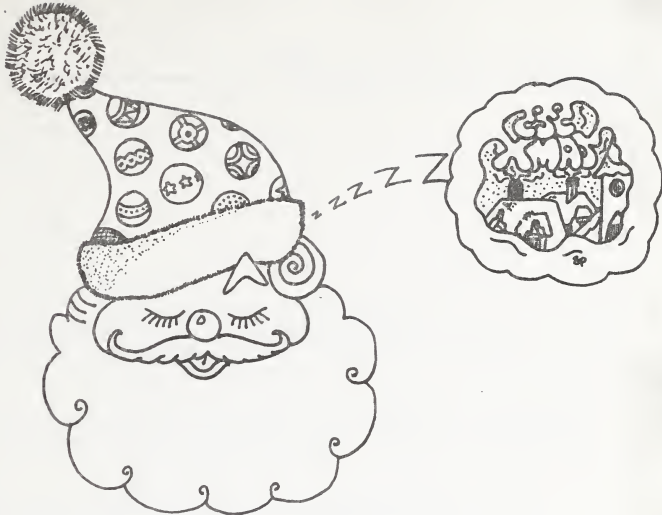
Schedule of Group Meetings - San Francisco Deferred Compensation Plan
Page -2-

<u>Date</u>	<u>Place</u>	<u>Time</u>
11/28/78	Fire Commission Meeting Room, 2nd Floor, 260 Golden Gate Avenue, Fire Dept. 170 Otis Street - Auditorium, Social Services	9:00 am Noon
11/29/78	City Hall - Rm 52-A, Civil Service Commission 101 Grove Street - Rm 300, Community Mental Health 880 Bryant Street - Rm 215, District Attorney and Dept. of District Attorney	9:00 am 1:00 pm 4:00 pm
11/30/78	165 Grove Street, Art Commission Laguna Honda Hospital - 375 Laguna Honda Blvd., Assignment Theater, Hospital Staff 880 Bryant Street - Rm 215, District Attorney's Office and Dept. of District Attorney	9:30 am 2:30 pm 4:00 pm
12/1/78	Public Library - Larkin and McAllister - Commission Room - Library Staff Public Library - Larkin and McAllister - Commission Room - Library Staff and City Planning	9:00 am and 10:00 am 11:00 am
12/4/78	Golden Gate Park - Aquarium - Trustees Room - Academy of Sciences Laguna Honda Hospital - 375 Laguna Honda Blvd., Assignment Theater, Hospital Staff	9:30 am 2:30 pm
12/5/78	850 Bryant Street - 7th Floor Conference Room - Sheriff 850 Bryant Street - 7th Floor Conference Room - Sheriff 850 Bryant Street - 7th Floor Conference Room Sheriff	9:00 am 3:00 pm 6:00 pm
12/6/78	City Hall - Room 206 City Attorney San Bruno Jail, San Bruno, Sheriff's Dept.	9:00 am and 10:00 am 6:00 pm
12/7/78	City Hall - Room 300 Municipal Court	8:10 am and 8:40 am
12/11/78	850 Bryant Street - 7th Floor Conference Room - Sheriff Woods Barn, 22nd St. and Indiana St. - Public Utilities and Municipal Railway Geneva Barn, San Jose and Geneva Avenues, Public Utilities and Municipal Railway	9:00 am 11:00 am Noon
12/13/78	Kirkland Barn, Stockton and North Point - Public Utilities and Municipal Railway 949 Presidio Ave. - Public Utilities and Municipal Railway	11:00 am Noon

Schedule of Group Meetings - San Francisco Deferred Compensation Plan

Page -3-

<u>Date</u>	<u>Place</u>	<u>Time</u>
12/14/78	Potrero Barn, 2500 Mariposa Street Public Utilities and Municipal Railway	Noon
12/15/78	Metro Barn, 2301 San Jose Avenue Public Utilities and Municipal Railway	Noon



GALA CIVIL SERVICE CHRISTMAS PARTY

DATE	:	Friday, December 15, 1978
PLACE	:	San Francisco Athletic Club 1630 Stockton
NO HOST COCKTAILS:		6:30 p.m. - 1:00 a.m.
DINNER	:	8:00 p.m. Roast Beef (including Wine)
DANCING	:	Until 1:00 a.m.
PRICE	:	\$10.00 per person
FREE PARKING	:	Limited free parking will be available in St. Peter & Paul's School yard

Tickets must be obtained and paid for by December 1.

Ticket Sales will be limited so please be sure to make your reservations immediately. Call 558-3202 (Diane Luhman or Don Pistolesi).

Make all checks payable to Don Pistolesi.





Saint Mary's College

External Degree Programs

COURSE DESCRIPTIONS

Number of Units

First Semester (16 weeks)

PSYCHOLOGY 196 - CAREER PLANNING AND ASSESSMENT 3

Investigation, analysis and application of techniques used in personal and professional assessment, preparation of life experience portfolio.

MANAGEMENT 160 - MANAGEMENT AND PLANNING CONCEPTS 3

A systems analysis of the theory and practice of management in simple and complex social systems, emphasizing organizational behavior and problem solving.

MANAGEMENT 165 - CONTEMPORARY ISSUES IN MANAGEMENT 3

Modern theories of motivation, communication perception and group processes.

MANAGEMENT 183A - PROJECT PRACTICUM 3

Design and application in decision making strategies and research techniques in the solution of a practical problem in the student's chosen field. Student prepares learning contract during this period.

Second Session (6 weeks)

MANAGEMENT 151 - METHODS IN RESEARCH AND EVALUATION 3

Introduction to varied techniques in evaluation: design, sampling, instrumentation, data processing and statistical measures used in analyzing research data. Introduction to design theory.

MANAGEMENT 183B - PROJECT PRACTICUM 3

Application of evaluation techniques to the solution of the problem identified in 183A.

Third Session (16 weeks)

MANAGEMENT 183C - PROJECT PRACTICUM AND REPORT WRITING 3

Implementation and completion of the project as defined in 183A and 183B.

SEM. - CRITICAL PERSPECTIVES IN MANAGEMENT 3

An examination of dilemmas in contemporary organizations from perspectives of major political theorists and social critics.

COURSE DESCRIPTIONS

Number of Units

MANAGEMENT ELECTIVES

6

Individually designed electives related to the student's degree emphasis and is integrated with the project through the learning contract.

75
SF Civil Service
TO: Members of Personnel Council
SUBJECT: Minutes of Council Meeting - November 15, 1978
FROM: Beth Van Arkel

I. CETA - Ray Wong

Mr. Wong gave the Council a lengthy report on the current changes in CETA regulations and how they affect the City and County. Monitors are delivering notices to current CETA employees to inform them of the 18 months limitation on their employment, effective October 1, 1978. This means that all CETA employees who have been working for the City and County over 6 months will be laid-off on September 30, 1979. The current criteria for Title VI public service employment (15 weeks unemployed, on AFDC, or having an income of 70% of the standard of living, according to Bureau of Labor Statistics) will remain in effect until January 27, 1979. After that date a person would have to be in an income bracket of 100% of the standard of living (\$11,000 for a family of 6), be unemployed 10 of the previous 12 weeks, or be on AFDC to qualify for Title II or VI jobs. Also there will be no supplementation allowed under Title II, except persons already on the program receiving salaries above the maximum will continue to receive such salaries until the expiration of their period of employment. Those under Title VI will be allowed very limited supplementation - no salary may exceed 10% of the maximum salary allowable (\$10,664) or 10% of the total grant. The national average salary paid to a CETA employee must be \$7,200 which indexed for S.F. must be \$8,207, effective April 1, 1979. There is no longer a freeze on hiring or refilling of CETA positions; however, Rudy Nothenburg has stated that positions receiving over \$10,000 will not be filled at this time. In the future it is expected that Title II money will be used for Title I training, rather than for PSE employment, because very few positions in the City and County pay salaries under the required national average ceiling. Members of the Council expressed the feeling that future CETA employees should be treated as NCS employees so that departments are not saddled with hard-core unemployables and so that the money paid to CETA employees is for shorter periods of time, thus enabling expenditures to stay under the low national average ceiling. Other CETA unit heads will be introduced at the next meeting of the Council.

Reminder: CETA workers are allowed to take off work two hours a pay period for actual interviews. Supervisors should document such on the forms available from the CETA office.



II. Rule 16 - Janet Rogers

New probationary periods are being established for all classifications and meet and confer sessions are being scheduled in regard to this matter. A one year probationary period is expected for supervisory and professional classes, six months for entry level, non-professional sub-foreman, blue collar and clerical classes, and two years for non-exempt department heads. Recommendations regarding length of probationary period should be submitted to Ms. Rogers immediately. According to the Salary Standardization Ordinance, an employee's first increment is received after 6 months of service or after completion of the probationary period; therefore, the lengthening of probationary periods would not affect the current administration of first increments.

III. St. Mary's College External Program for a B.A. in Public Management/Social Science - James Ferguson

Mr. Ferguson highlighted the program being offered for working adults who wish to receive a B.A. via an accelerated 38-week program. 30-60 units can be attained from on-the-job experience via the portfolio process. Students usually meet 1 night a week for 4 hours, so much of a student's learning must be self-directed. Lectures are minimized and participation is maximized. Mr. Ferguson stated that the following are outcomes of this B.A. program: self-confidence, analytic, problem solving, research, planning and time management skills, and that an on-the-job project (250 hours) is required.

The program is on-going and a group of 15-20 can be started at any time. Anyone interested should contact St. Mary's College.

IV. Recommendation that Certification only be delayed two weeks while awaiting green copies on previous certifications

The Council received a letter from the Director of the District Attorney's Office, Family Support Bureau, in support of this suggestion made at a prior meeting of the Council. Other department heads who agree with this idea are urged to submit similar letters of support to John Walsh, General Manager, Personnel to encourage the adoption of such a policy.

December 14, 1978

To: Members of Personnel Council
From: Beth Van Arkel
Subject: Minutes of Meeting December 6, 1978

JAN 8 1979

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1. Vacations and Due Process

The recent memo from Milton Mares, Board of Supervisors Office, on proposed changes in the vacation ordinance of the Administrative Code, Section 16.10 - 16.16-2, was discussed at length. Some of the proposals were: allowing the use of one-half day vacations and not requiring employees to take their five annual vacation days consecutively. The Council decided to make the following recommendation at the meeting to discuss the proposals on December 8, 1978 at 10:00 a.m. in Room 254; hours should be accumulated per pay period and be taken at the discretion of the employee and his/her supervisors, up to a maximum of 30 days, in the same manner that sick leave is accumulated and used. The Council also discussed whether or not an employee should be required to take five annual vacation days, consecutively or otherwise.

The Council was reminded of the November 17 memo from Milton Mares which stated that due process must also be followed for short term suspensions of less than five days; that is, suspended employees, regardless of length of suspension, must be informed of the charges, the reason for the suspension, the action that will be taken and be allowed to respond, etc. This is required during or after the actual suspension for short term suspensions and before for long term suspensions.

II. Civil Service Commission - J. Auerbach

Ms. Auerbach told the Council that:

- (1) The Propositions passed by the electorate were not in effect yet because they hadn't been certified by the Secretary of State. They were sent November 29 and certification is expected soon, and that
- (2) Drafts of Rule changes are in John Walsh's office ready for posting for adoption at the December 18, 1978 meeting of the Commission. Included is Rule 16 on length of probationary periods for various classes and extensions of probationary periods for individual employees who are not on the job the entire time they are serving probation.

Ms. Auerbach distributed the October 18 memo from John Walsh regarding the newly adopted Rule 33 - Resignation and a draft of a new Request for Leave form which consolidates the various leaves on a one page form. The Council offered numerous suggestions for modifications to the form.

III. M.S.A. Payroll System

At the request of the Council, Max Immel will ask someone to speak at the next meeting on this new E.D.P. Payroll System which is presently operating on a trial basis at the Recreation and Park Department. Since it is supposed to be instituted on a wider scale in January, Department Heads are requesting an explanation of the system and what differences there are from the present system. Mr. Immel stated that the major difficulty in the switch over is due to the fact that M.S.A. does not use anticipated timerolls.

Next Meeting: December 20, 1978 - 9:30 a.m.
Commission Room - Main Library

Agenda: M.S.A. Payroll System
Guest Speaker: John Madden

THE
JOURNAL OF THE
ROYAL ANTHROPOLOGICAL INSTITUTE

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8
January 9, 1979

SF Civil Service

To: Members of Personnel Council
Subject: Minutes of Personnel Council Meeting, December 19, 1978
From: Beth Van Arkel

I. PROPOSED VACATION ORDINANCE- D. Murphy

Some ideas to be incorporated into the proposed vacation ordinance which were discussed at Mr. M. Mares meeting were:

- a. Starting January 1, 1979 employees would begin earning vacation days and would be able to use them in half-day increments after such time is earned. This would eliminate, for instance, the present system of allowing employees hired in December to take their second two (2) week vacation one month after their first anniversary date.
- b. The employees who presently have thirty (30) vacation days accumulated will be able to carry these over to this calendar year, but in the future the Charter limitation of thirty (30) days, would be the maximum number that can be accumulated.

II. MSA PAYROLL SYSTEM- Joel Emana

Mr. Emana from the Recreation and Park Department was available for questions from the Members regarding this new payroll system. He stated that payroll is handled the same way except for deductions under this new system; however, the accounting methods must undergo changes. Employees seem to prefer this system because their pay stubs reflect the number of sick days and compensatory time used and will soon indicate the number of accumulated days also. Adjustments can't be entered until the next pay period; however, a prepay can be requested of the Controller if, for example, an employee's check is omitted and one will be issued immediately.

III. FUTURE OF PERSONNEL COUNCIL

There was discussion on the subject of continuation of the meeting day or the frequency of meetings and to whom the minutes should be sent. Since attendance was small due to other meetings scheduled at the same time, final decisions on these matters was reserved for a future meeting.

Mr. Murphy stated that distribution of copies of minutes to departments which do not participate was questionable particularly due to the budgetary cutbacks because of Proposition 13.

January 15, 1979

To: Members of Personnel Council
Subject: Minutes of Personnel Council Meeting, January 3, 1979
From: Beth Van Arkel

I. C.S.C.- Joanne Auerbach

Ms. Auerbach distributed four items to the members: the new Notice of Disciplinary Suspension form, the updated list of Certification assignments, the procedures for the processing of Requisitions by the Certification Unit and C.S.C. Rule changes- Deletion of Rules 37 and 38. Ms. Auerbach announced that the Board of Supervisors approved the contracting out of custodial services for the Airport and Social Services.

II. SUSPENSION HEARINGS- Joanne Auerbach

It was agreed that if a person is suspended for over five (5) days only the appointing officer can provide a hearing for that person, in accordance with the City Attorney's opinion, but that if the suspension is less than five (5) days other responsible departmental officials may hear the employee's complaint.

III. CONTRACTING CITY SERVICES- Joanne Auerbach

Muni is studying the possibility of contracting out for the transcribers and payroll personnel. San Francisco General Hospital has contracted out for the management of city custodial employees in the new building, which appears to be working, and Social Services has been contracting out their Homemakes Unit for sometime. There are problems with contracting services: increasing administration costs, union complaints, accountability, accepting low bids which result in the absence of service, (like the City's Tow service), effects on C.E.T.A. (see below). The meetings of the C.S.C. will be on Jan. 8 and 22nd in the Lurie Room of the Main Library and that Rule 32 is under review again in the event lay-offs occur again in July.

IV. CETA- Katie Lee

Ms. Lee advised the Council that contracting out services could result in the cancelling of CETA employment for an entire class if City employees are laid off as a result of the contract. Since this would affect other departments in the City, any department considering contracting out for services should first contact the C.E.T.A. office for the ramifications of such an action. Ms. Lee also stated that effective 4-1-79 the indexed average wage for local C.E.T.A. employees will be \$8,935 (which is the second highest in the nation) for both Title II and VI positions and that after 1-27-79 no further supplementation will be allowed for Title II, however, supplementation up to 10% above the \$12,000 ceiling (or \$13,200) will be allowed for Title VI.

Minutes of Personnel Council Meeting, January 3, 1979 (continued)

V. RETIREMENT

PERS State Retirement Board is studying what 26 independent Retirement Boards are doing in regards to physical examinations and the granting of disability retirements. Because of the Proposition 13 need to reduce budgets the state is considering giving stricter physical examinations before employees start work and follow-up exams on an annual basis in order to reduce the number of disability retirements resulting from medical problems possessed before starting work. The suggestion was made that S.F. start following stricter policies in this regard because there are a large number of S.F. employees being granted disability retirement. Some employees wait to complete the required ten (10) years of service and then file for disability retirement based on prior medical conditions which were not detected at the time of their pre-employment physical examination. Better pre-employment examinations might result in substantial savings for the City retirement system.

The next meeting of the Personnel Council will be on January 17, 1979 at 9:30 AM in the Commission Room at the Main Library.

RECEIVED

JAN 26 1979

January 26, 1979

TO: Members of Personnel Council

FROM: Beth Van Arkel

SUBJECT: Minutes of Personnel Council, January 17, 1979

Civil Service Commission- Joanne Auerbach

The \$2,500.00 available for tuition reimbursement has already been allocated so do not submit any more of these requests because there will no longer be any funds for such. A draft of Rule changes necessary to comply with recent Charter amendments will soon be forthcoming; it will still be subject to meet and confer and departmental input. The long awaited City Attorney's opinion regarding payment for unused Sick Leave is attached.

Training

The Civil Service Training Unit needs a core of employees with excellent supervisory and oral communication skills and possibly prior experience in training to be trained by Pacific Telephone Company to serve as trainers for the supervisory training program which is scheduled to begin in February. If department heads would like to recommend a supervisor and are willing to allow him/her to be released from regular duties a couple of days a month on an ongoing basis to give this training City-wide, notify Roberta McDonough at 558-2478.

CETA

Ms. Lee announced that the effective date of new eligibility and supplementation limits is January 26 not 27 as mentioned at the prior meeting. Ms. Lee provided the following update of PSE: The total amount of money granted for PSE will be reduced by 20% each year so that the program will gradually diminish in scale. As CETA positions are vacated, some will be refilled, some will not. When massive CETA lay-offs occur in September, participants will be notified by the MOET office at least two weeks in advance. The eligibility requirements for Title IID are economically disadvantaged, presently unemployed for at least seven days, and unemployed for fifteen (15) out of the last twenty (20) weeks. Eligibility requirements for Title VI are low level income as determined by the Department of Labor, unemployed for at least seven (7) days and unemployed for ten (10) out of the last twelve (12) weeks. Participants are restricted from continuing on the program for more than seventy-eight (78) weeks in a five year period.

Next meeting: February 7, 1979, 9:30AM, Conference Room, Main Library.

GEORGE AGNOST
City Attorney
City Hall

January 19, 1979

OPINION NO. 79-6

SUBJECT: "Legal Effect of Charter Amendment Eliminating Right to Receive Payment for Unused Sick Leave Upon Retirement."

REQUESTED John J. Walsh
BY: General Manager, Personnel

PREPARED Michael C. Killelea
BY: Deputy City Attorney

QUESTIONS PRESENTED

1. Whether the amount of unused accumulated sick leave on the effective date of the amendment to Section 8.363 of the Charter is a vested right.
2. If an employee uses "vested" sick leave credits, can such credits be replenished for the purposes of receiving sick leave pay upon retirement?

ANSWERS

1. Yes, the amount of sick leave accumulated prior to the Charter Amendment is a vested right.
2. No. The employee's use of vested sick leave credits cannot be replenished for the purpose of receiving sick leave pay upon retirement, death or separation caused by industrial injury.

ANALYSIS

Section 8.363 of the Charter generally provides that the Civil Service Commission shall provide for leaves of absence due to illness or disability which leaves may be cumulative except that accumulated unused sick leave shall not exceed six (6) months.

In accordance with Section 8.363 of the Charter, the Civil Service Commission has enacted rules governing sick leave with pay (Rule 23 Civil Service Rules). These rules provide that an employee earns 13 working days of paid sick leave for each year of paid service which sick leave shall be credited on a pro rata basis of paid service. (Section 23.07 Civil Service Rules) (See Footnote #1) Under this rule, an employee earns one-half (1/2) day of paid sick leave for each bi-weekly pay period. Civil Service Rules also provide that unused accumulated sick leave remaining to the credit of an employee at the time of retirement for service or disability, or upon death or upon separation caused by industrial accident shall be paid to such employee in accordance with the employee's years of service at the time of separation from employment (Section 23.14.1 Civil Service Rules).

In the general election on November 7, 1978, Section 8.363 of the Charter was amended by Proposition F to add the following language:

"Those persons who are officers and employees on the effective date of this amended section may receive a cash payment only for unused sick leave accumulated prior to said effective date and remaining unused on the date of the officer's or employee's retirement, or death or separation caused by industrial accident. Those persons who become officers and employees after the effective date of this amended section shall not be entitled to or receive a cash payment or compensation of any type for accumulated unused sick leave."

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ANALYSIS (continued)

The prior quoted amendment became effective on December 5, 1978, which was the date the Secretary of State certified that she received and accepted the charter amendments (See Sections 34463-34465 Government Code). The amendment clearly provides that new employees on and after the effective date of December 5, 1978 shall not be entitled to receive any cash payment for accumulated unused sick leave upon separation from service. The question presented by your request relates to those employees in the City and County service on December 5, 1978 and who after that date uses sick leave which was accumulated prior to the effective date of the amendment. This raises the issue whether the amount of unused accumulated sick leave to the credit of an employee on the effective date of the amendment is a vested right and, if so, whether an employee who uses any of those vested sick leave credits after the effective date of the amendment can again replenish such amount with newly earned sick leave credits.

This office has previously rendered an opinion that the right of employees to receive compensation for accumulated sick leave under Rule 23.14.1 of the Civil Service Rules is a vested right (City Attorney Opinion No. 78-56, June 15, 1978; See also California League of City Employee Associations vs. Palos Verdes Library District, 87 Cal. App. 3d 135 (Certain fringe benefits as constituting vested rights)). Even though sick leave credits are a vested right your question raises the issue whether the amendment to Section 8.363 of the Charter can adversely affect the "amount" of sick leave existing on the effective date of the amendment when an employee uses sick leave accumulated prior to said effective date. It is a general rule of statutory construction that the statute will be given prospective operation unless the intention to make it retroactive clearly appears in the statute itself; and then a statute cannot be construed so as to impair vested rights (45 Cal. Jur. 2d §26, pages 552,553, Statutes; Jones vs. Union Oil Company, 218 Cal. 775). The ultimate test of whether a statute impermissibly impairs a vested right is whether the statute alters the legal effect of past transactions, (Coast Bank vs. Holmes, 19 Cal. App. 3d 581). The general rule against giving statutes retroactive operation is subordinate to the more fundamental rule of statutory construction that a statute should be interpreted to effectuate legislative intent (Mannheim vs. Superior Court, 3 Cal. 3d 678, 686). The interpretation of the charter amendment and whether it can retroactively affect accumulated amounts of sick leave must be considered in view of the intent of the amendment to prospectively eliminate the right to receive payment for unused sick leave. The primary rule of statutory construction is to effectuate the intent of the charter section as amended.

The amount of sick leave accumulated to the credit of an employee on the effective date of the amendment is vested. However, that amount may be used by the employee and when so used new accumulated sick leave is governed by the amended charter section. The amendment states in part:

"Those persons who are officers and employees on the effective date of this amended section may receive a cash payment only for unused sick leave accumulated prior to said effective date and remaining unused on the date of the officer's or employee's retirement, or death or separation caused by industrial accident." (Emphasis added.)

The emphasized language clearly shows an intent to provide that the amount of accumulated sick leave on the effective date of the amendment is vested for which payment shall be made but said amount must remain unused at the time of

1905-1906

The first of the papers read at the meeting was by Mr. J. H. Huxley, F.R.S., on the subject of the "Evolution of the Human Brain". He discussed the various theories of the development of the human brain, and the evidence in support of each. He concluded that the most probable theory was that the human brain had evolved from a common ancestor with the lower animals, and that the development of the human brain was a gradual process, involving many stages.

The second paper was read by Mr. W. H. Dallman, F.R.S., on the subject of the "Evolution of the Human Eye". He discussed the various theories of the development of the human eye, and the evidence in support of each. He concluded that the most probable theory was that the human eye had evolved from a common ancestor with the lower animals, and that the development of the human eye was a gradual process, involving many stages.

The third paper was read by Mr. J. H. Huxley, F.R.S., on the subject of the "Evolution of the Human Hand". He discussed the various theories of the development of the human hand, and the evidence in support of each. He concluded that the most probable theory was that the human hand had evolved from a common ancestor with the lower animals, and that the development of the human hand was a gradual process, involving many stages.

The fourth paper was read by Mr. W. H. Dallman, F.R.S., on the subject of the "Evolution of the Human Ear". He discussed the various theories of the development of the human ear, and the evidence in support of each. He concluded that the most probable theory was that the human ear had evolved from a common ancestor with the lower animals, and that the development of the human ear was a gradual process, involving many stages.

The fifth paper was read by Mr. J. H. Huxley, F.R.S., on the subject of the "Evolution of the Human Voice". He discussed the various theories of the development of the human voice, and the evidence in support of each. He concluded that the most probable theory was that the human voice had evolved from a common ancestor with the lower animals, and that the development of the human voice was a gradual process, involving many stages.

The sixth paper was read by Mr. W. H. Dallman, F.R.S., on the subject of the "Evolution of the Human Skin". He discussed the various theories of the development of the human skin, and the evidence in support of each. He concluded that the most probable theory was that the human skin had evolved from a common ancestor with the lower animals, and that the development of the human skin was a gradual process, involving many stages.

The seventh paper was read by Mr. J. H. Huxley, F.R.S., on the subject of the "Evolution of the Human Teeth". He discussed the various theories of the development of the human teeth, and the evidence in support of each. He concluded that the most probable theory was that the human teeth had evolved from a common ancestor with the lower animals, and that the development of the human teeth was a gradual process, involving many stages.

The eighth paper was read by Mr. W. H. Dallman, F.R.S., on the subject of the "Evolution of the Human Bones". He discussed the various theories of the development of the human bones, and the evidence in support of each. He concluded that the most probable theory was that the human bones had evolved from a common ancestor with the lower animals, and that the development of the human bones was a gradual process, involving many stages.

ANALYSIS (continued)

of separation from service. The amendment does not operate retroactively to take away accumulated sick leave in those instances where an employee must use such sick leave because it is the employee's action that reduces the sick leave and not the operation of the law. A law cannot be retroactively applied to take away vested rights but the person who holds a vested right may divest himself of that right by his own act (See Abrams vs. Stone, 154 Cal. App. 2d 33).

If an employee uses accumulated sick leave in such amounts that reduce the accumulated unused leave to an amount below the vested amount at the time of the amendment then subsequently earned sick leave must be governed by the amendment. Sick leave is earned for paid service (Section 23.07 Civil Service Rules). Therefore, all employees after the effective date of the amendment earn sick leave under the new law and such leave does not have attached to it the right to cash payment upon separation from service. The amendment was intended to eliminate the payment for accumulated and unused sick leave. Therefore, if an employee uses any sick leave which was earned prior to the amendment, that is sick leave which had attached to it the vested right for cash payment upon separation from service, then such leave can be replaced only with credits which do not have any right of repayment. In my opinion, the amount of sick leave existing on the effective date of the amendment is vested but such amount can be used by the employee and such use does not constitute a retroactive operation of the law.

Applying these principles to the example which you have raised in your request, I reach the following conclusion:

If an employee had 100 days of accumulated sick leave on the date of the amendment and continues in City employment to acquire 20 additional days then the employee would have a total of 120 days accumulated sick leave of which 100 are vested with the right of cash payment upon separation from service under the conditions of Section 23.14.1 of the Civil Service Rules. Where the employee uses 30 days of the 120 day accumulated balance he then has a total of 90 accumulated days which are "vested" and the employee, after returning to work, continues to earn new sick leave credits under the amendment. If such employee accrues an additional ten days of sick leave and then retires with an accumulated balance of 100 days then such employee is entitled only to payment for 90 "vested" days under the sick leave rule as it existed prior to the amendment. In such instance the employee used ten days of his accumulated vested sick leave and such employee cannot replenish the used sick leave with credits of a like character. The replenished sick leave is earned under the charter amendment and the employee is not entitled to cash payment therefor.

The conclusion reached above is in my opinion consistent with general rules of statutory construction. The amendment to Section 8.363 of the charter has not been retroactively applied to take away vested accumulated sick leave existing prior to the amendment but rather it is the employee's election to use such sick leave, not the law, which takes away previously earned and vested sick leave credits.

In applying the sick leave rule, it appears reasonable and equitable that the last sick leave credits earned by an employee should be the first sick leave used when an employee elects to use such leave. The sick leave rule is silent as to which sick leave is used by the employee. Sick leave is earned for paid service (Section 23.07 Civil Service Rules) and, therefore, sick leave is readily identifiable by the period of service in which it is earned. Where an employee has vested accumulated sick leave on the date of the amendment and subsequently earns sick leave which does not have such payment rights attached thereto, it is reasonable to assume that the employee would elect to use that portion which has been accumulated subsequent to the amendment. In absence of a Civil Service rule or other law requiring a contrary interpretation, it is my opinion that the Civil Service Commission should debit an employee's sick leave account from the last

ANALYSIS (continued)

sick leave earned before it takes away those sick leave credits earned prior to the effective date of this amendment.

CONCLUSION

In summary, it is a general rule of statutory construction that statutes should be interpreted in accordance with the ordinary meaning of the language used (45 Cal. Jur. 2d § 140, pages 647-648 Statutes). The language used in the amendment in my opinion must be construed to vest only those sick leave credits which were earned before the effective date of the amendment on December 5, 1978, to the extent that those credits are "remaining unused on the date of the officer's or employee's retirement, or death or separation caused by industrial accident." Those sick leave credits earned by all employees after the effective date of the charter amendment do not have the right of cash payment attached to them upon separation from service. If an employee uses any of the amounts of accumulated sick leave which are vested prior to the amendment such amounts cannot be replenished for the purpose of cash payment upon the employee's retirement.

Finally, the use of accumulated sick leave credits should be governed by the "last in, first out" principle so that the most recently earned sick leave will be first used when debiting the employee's accumulated sick leave account.

Very truly yours,

GEORGE AGNOST
City Attorney

By _____
Michael C. Killelea
Deputy City Attorney

Approved:

City Attorney
MCK: ja

From Page 1.....

Footnote 1. Section 23.07 of the Civil Service Rules provides in part: "(a) Upon completion of service as herein required, employees shall be credited with earning thirteen (13) working days of paid sick leave per completed year of paid service; provided that such earned sick leave shall be credited on a pro rata basis based upon completion of regularly scheduled paid service..."

To: Documents F

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February 16, 1979

SF Civil Service

FEB 21 1979

DOCUMENTS DEPT.
SAN FRANCISCO PUBLIC LIBRARY

TO: Members of Personnel Council

SUBJECT: Minutes of Personnel Council Meeting, February 7, 1979.

FROM: Beth Van Arkel

I. C.S.C.- Joanne Auerbach

Current C.S.C. Telephone Directory and an updated personnel contact roster will be forthcoming. Ms. Auerbach distributed the following:

- a. A new form for Notice of Reduction in Force which is to be used for lay-offs as well as displacements of L.T.'s resulting from bumping by eligibles on a list. There will be 5 (five) carbon copies to the form to be distributed to the employee, department employer, Civil Service, Health and Retirement Systems.
- b. Proposed changes in Civil Service Commission Rules to Implement Charter changes required by Passage of Proposition B. If anyone has any suggested changes in a. or b. they should submit them in writing to the appropriate person.
- c. Amendments to Procedures for appointment and validation including the 2 (two) forms to be used for Notice of Appointment effective 2-9-79. The major change is that all employees, except N.C.S.'s will be given medical examinations and all entrance appointees will be fingerprinted by a technician at the Medical Center. There will be a cost of about \$6.00 to the employee to cover the cost of processing by the State Department of Justice. If an employee can't pay this fee at the time of fingerprinting, he must sign a form authorizing the Controller to make a one-time payroll deduction of about \$6.22 from his/her first pay check. If the background check indicates that an employee has a record which is job-related, he/she would have to be processed for termination at that time. There was some concern over duplication of effort since departments like Police, Sheriff and Community College District already fingerprint their employees. Another change is that the departments will be assigning the starting salaries and checking with Civil Service only if there is a problem; the salary will no longer be placed on the form by the Certification Office.

Ms. Auerbach stated that all employees not on a list should begin as N.C.S.'s before becoming L.T.'s except for Staff Assistants. If a department is aware of any other exceptions, the person handling O.A.'s for that department should be contacted.

A letter regarding Civil Service interpretation of the recent City Attorney's opinion on accumulated Sick Leave Pay-Offs is coming from John Walsh's office.

Next meeting: February 21, 1979
9:30 AM
Main Library
Commission Room

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March 1, 1979

RECEIVED

MAR 2 - 1979

TO: Members of Personnel Council

SUBJECT: Minutes of Meeting February 21, 1979

FROM: Beth Van Arkel

MAR 1 9 1979

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I. Civil Service Commission - Joanne Auerbach

a. Fingerprinting:

Civil Service Commission will be responsible for processing the fingerprints including keeping the records and notifying appointing officers of the findings if an employee has a record which is job-related. The person responsible for coordinating this project has not yet been determined. Departments already fingerprinting may wish to discontinue now that the Civil Service Commission is handling fingerprinting on a City-wide basis. The primary reasons for fingerprinting new employees are: termination for falsification of application and job-related convictions and determination of future employability with the City and County.

b. Salary Increases:

Despite the recent court decision there will be no retroactive payments for city employees because our salary package last year was not an official contract and because the Emergency Proclamation was made before the State bail-out money was received. However, the salary data for the coming fiscal year will be updated through March to include increases other jurisdictions are receiving.

c. Salary Standardization:

Members of the Council felt that employees should be able to move from sick leave to vacation status in those cases where illness is supported by a doctor's certificate, even though the Salary Standardization Ordinance precludes such. This suggestion will be referred to Milt Mares. He will also be asked to address the Council about the budget package for the new fiscal year.

II. CETA - Ray Wong

CETA participants can be excused from the job for 6-12 hours a week to attend classes according to the new legislation because the goal of the program is to make all participants job-ready within 12 months. This is just another one of the current regulations which makes the placement of CETA participants in P. S. E. difficult.

Next Meeting: Wednesday, March 7, 1979

9:30 a.m.

Main Library Commission Room - 3rd Floor

Guest Speaker: Mr. M. Mares, Employee Relations Division

March 16, 1979

TO: Members of Personnel Council

SUBJECT: Minutes of the meeting, March 7, 1979

FROM: Beth Van Arkel

MAR 19 1979

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I. Employee Relations - Milt Mares

Mr. Mares made the following statements about salaries for City employees:

Mayor Feinstein wants to amend the Emergency Proclamation to give all City employees the salaries they are supposed to be getting for fiscal year 1978-79 now that the State Supreme Court has declared the withholding of salary increases unconstitutional. The problem is determining for what period of time this is feasible. There is currently some surplus but using it now would result in a deficit for the coming fiscal year. Dick Sklar has been appointed by the Mayor to be in charge of negotiations with interested unions on this subject. They will begin March 16, 1979.

The negotiations for fiscal year 1979-80 have been slow because management has been making demands on the unions as well. Civil Service has proposed various changes for the administrative provisions of the Salary Standardization Ordinance for the fiscal year 1979-80. Some of the highlights are:

Giving appointing officers the authority to change work schedules to 10-12 hour shifts, paying overtime time only after 80 hours have been worked on a bi-weekly basis.

Allowing employees in non- "Z" classes to request compensatory time at time and a half instead of overtime pay.

Allowing part-time employees working more than 20 hours bi-weekly pro-rated time off for holidays.

II. Civil Service - Joanne Auerbach

It was announced that Commissioners Tarantino and Alioto have resigned from their seats on the Civil Service Commission.

Ms. Auerbach requested Departments to check with Certification before requesting calls to be sent out to determine the top available eligibles on a list.

Next meeting: Wednesday, March 21, 1979, at 9:30 a.m.
Main Library Commission Room - 3rd Floor

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4/21/79

SF Civil Service

TO: Members of the Personnel Council

APR 11 1979

SUBJECT: Minutes of the Meeting of the Council, March 21, 1979

DOCUMENTS DEPT.
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FROM: Beth Van Arkel

CIVIL SERVICE—JoAnne Auerbach

Ms. Auerbach distributed a new roster of Departmental Contacts for Personnel Matters, effective March 9, 1979. She discussed with the Council the possibility of changing the current Resignation form to a report on Change of Status so that there would be:

- a. one form to record death, resignation, reassignment, extension of probationary period, etc. &
- b. a method of providing the department from which an employee is resigning notice of such as well as providing the department to which an employee is going with a record of his/her accumulated and vested sick leave and vacation days, etc. The Council suggested that the second need would be better served by amending the Certification papers so that a copy of such goes to the original department where the change would be endorsed and the personnel data would be recorded and then sent to the employee's new department. Ed Fong will work with Al Walker on revising this form as the Council's representative.

There was a question as to which department is responsible for paying the Health Service for an employee who is bumped and then laid-off and some discussion about the error rate in the Certification Unit and the problems caused there by the use of unlimited waivers. Mr. Walsh will be sending a memo shortly requesting an update of the seniority rosters.

Ms. Auerbach discussed the following changes in the Salary Standardization Ordinance and Memorandums of Understanding for the fiscal year 1979-1980 in addition to the ones mentioned in the minutes of the previous meeting:

1. Tool insurance for specified craft unions with a \$10.00 deductible
2. An additional floating holiday (total of two) which may be taken by temporary employees only after 6 months of service
3. Appropriation of \$25,000 to the Tuition Reimbursement Program
4. Provision for withdrawing from a union at only one time a year in January
5. A two year contract with S.E.I.U. allowing all full-time temporary employees (TCS, CETA, LT) with five years of continuous service as of July 1, 1979 to be members of the Health and Retirement systems or the use of such benefit funds for compensation of employees working out of classification.

Note: Jean Pral would like written input within 10 days from all departments as to the number of employees who would be eligible. Bob Won stated that there are about 60 CETA employees with 5 years of service who would be qualified for such benefits but who will be laid-off in October so this should be taken into consideration before enrollment begins.

6. Provisions for notification of Unions and for meet and confer sessions regarding contracting out of services as soon as the Purchaser sends out for bids
7. Special Muni Fast Passes for departmental employees to use in conjunction with the conducting of official City business only

NEXT MEETING: Main Library Conference Room 9:30 AM Wednesday April 4, 1979

SF - Civil Service

TO: Members of the Personnel Council

FROM: Helen Blumberg

SUBJECT: Minutes of the Meeting of April 4, 1979

Copies of the minutes of the meeting of March 21 were distributed.

Copies of the proposed administrative provisions of the 1979-80 Salary Standardization Ordinance prepared by the Employee Relations Division and submitted to the L & P Committee of the Board of Supervisors were distributed and a discussion followed. It was understood that an agreement was reached with SEIU and the Teamsters. The most expensive provisions are those concerning the award of retirement and health benefits to temporary employees with five years of service and the increase in hours for which premium pay is given.

John Beckham distributed copies of a City Attorney opinion, dated September 7, 1977, concerning the payment in cash in lieu of compensating time-off for overtime. As compensatory time is a vested right, problems arise when an employee expects to carry his compensatory time to a new department. The new department is reluctant to pay for work performed for another department and at a higher rate, while the original department may refuse time off in order to keep the job filled. There is also the question of the right of an estate to cash payment for compensatory time accumulated by a deceased employee. In the case of any new rule concerning the limitation of accumulated compensatory time, retroactive payment does not seem to be legally feasible.

A discussion was held on the provisions of the newly adopted Rule 19, Limited Tenure appointments, especially that section concerning the limited duration of temporary appointments. It was decided that a member of the Civil Service Commission staff would be requested to address the Council on the issue and that anticipated problems should be put in writing and sent to John Beckham.

The next meeting will be held on April 18, 1979, at 9:30 a.m. in the third-floor meeting room of the Library.

TO: Personnel Council Members

Next meeting:

Date: April 18, 1979

Time: 9:30 a.m.

Place: Commission Room
Main Library, 3rd floor

Agenda:

1. Limited Tenure, Civil Service Rule 19
2. Guest Speaker: Commissioner Salomon

C65.15

4/18/79

EF Civil Service

MAY 9 1979

To: Members of the Personnel Council
From: Helen Blumberg
Subject: Minutes of meeting of April 18, 1979

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Copies of Civil Service Rule 19.18, adopted April 2, 1979, were distributed and discussed. It was generally agreed that there was no rationale for computing NCS and LT time served many years ago and that a good compromise would be to go back only five years or less. Al Walker read a letter sent to Commissioner Salomon from John Beckham describing the hardship departments would suffer under the limited tenure rule as adopted.

JoAnne Auerbach distributed copies of proposed Rule 32 (Lay-Off and Involuntary Leave) and summarized important changes: Seniority calculated for temporary employees by combining NCS and LT time in the most recent continuous appointment; NCS employees to be laid off at the discretion of the appointing officer; promotive employees who do not opt to return to a former class or intermediate class may elect to be laid off or go on involuntary leave. It was pointed out that an employee who is laid off returns to City employment under the new retirement system even if his funds are vested. Another factor discussed was the need for a department to continue to pay the health service coverage for an employee on involuntary leave.

There is still considerable uncertainty about the methods to be used for distributing retroactive pay earned between December 1, 1978 and June 30, 1979: Will there be one or two lump sum payments; will warrants be derived from one or multiple payrolls; what data will be needed. There is also uncertainty about the result of union and court actions: If a union opts for seven months retroactive pay can its members receive an additional sum if another union wins a court case demanding one year retroactive pay; if a non-union employee cashes his warrant for seven months pay, does that constitute a waiver of his rights for an additional five months pay; is it legally valid for a non-union employee to waive any of his rights to a full year's pay.

David Murphy brought up the need to consult with Milton Bares on grievance procedures to get a ruling on arbitration which may result.

Al Walker pointed out that where salaries for classifications are lower in 1979-80 than in 1977-78, current employees would not be subject to a salary decrease but new employees would come in at the lower rate.

There was a discussion on the impact of the Mayor's request to limit the accumulation of compensatory time to twenty days on the various departments.

Commissioner Darrell Salomon addressed the Council on two issues: Termination of non-producers and Rule 19 (Limited Tenure).

Commissioner Salomon spoke of the need to terminate employees who are non-producers and the concomitant need for personnel officers to be trained in the effective procedures for doing so. He is planning on compiling a manual of Civil Service rules, California law, and management techniques in terminating well-behaved but non-producing workers. Upon completion of the manual, training sessions will be held for personnel officers and other management employees. Considering the projected shortage of funds for City operations, we cannot afford the luxury of non-producers and it is imperative that these dead-weights be terminated now. The myth that personnel cannot be terminated must be dispelled; it can be done with proper documentation. Departments could operate efficiently with 2/3 of current staff if the most productive workers were employed.



In discussing the limited tenure rule, Commissioner Salomon stated that it was not the intention of Civil Service to abolish limited tenure but to bring it under control. He realizes that limited tenure appointments go hand-in-hand with the availability of eligible lists and that the responsibility for long term limited tenure appointments is shared by departments and Civil Service. The Commission is aware of the hardships which departments face and hope to impel the adoption of sufficient lists to mitigate difficulties. He will discuss with the Commission a revision of Rule 19.18 to limit the computation of NCS and LT time to that served within the past five or less years.

The next meeting of the Personnel Council will be held in the 3rd floor meeting room of the Library on May 2, 1979 at 9:00 A.M.

TO: Members of the Personnel Council
FROM: Barbara Gatlin

MAY 11 1979

SUBJECT: Minutes of the Personnel Council Meeting, May 2, 1979

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There was discussion on council members reactions to Commissioner Salomon's speech before the Council of April 18, 1979. It was generally agreed that termination training courses would be helpful to all. At this time, the Mayor's Office is conducting training courses for top management and the Telephone Company for middle management.

Helen Blumberg suggested that the council follow up on Rule 19, amendment 19.18. Commissioner Salomon should be discussing with the other commissioners the amount of accumulated NCS and LT time allowed - 3 or 5 years. The council agreed to wait before drafting a letter to the Civil Service Commission to see whether clarification of accumulated NCS and LT time was forthcoming. Jim C. from Retirement contended that (as the rule stands) the process of renewing LT before the Commission would be time-consuming. It was also mentioned that there is a danger of the Commission's taking its time in reviewing LT appointments. If the LT appointments are not renewed does the appointee become NCS again? Will departments then have to hire new employees as NCS? It was agreed that it was not the fault of the employee that he/she was LT because an exam had not been given in years. Nor was it his/her fault if the class they were in had only one position. It was generally held that departments need operational provisions for emergency appointments when no exams are given.

Helen Blumberg asked the Council: what happens to an employee's accumulated sick-leave when he/she is laid-off? The consensus of opinion was: if an employee had a break in service of 6 months or more, he/she lost his/her accumulated sick leave. There is a new 5-part lay-off form. Copies go to Civil Service, Health Service and Retirement. Departments should hold off on their ethnic surveys. There are serious problems with it.

There was discussion on retroactive pay - is the amount going to be for 7 or 12 months. Is it legal to ask employees to waive 5 months of retroactive pay by accepting 7 months? What happens if a union(s) go to court for 12 months' retroactive pay; will all employees be covered? It was agreed that the entire discussion was speculative. Departments would wait to see about further developments.

It appears that there are salary printing mistakes for some classes in the 1978-79 and 1979-80 Salary Ordinances. At the next Civil Service Commission meeting (5/7/79), these clerical errors will be discussed. As of the moment, departments do not have new instructions relating to fiscal (6/30) turnover.

NEXT MEETING: Wednesday, May 16, 1979
9:00 a.m.

Main Library Commission Room - 3rd floor



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TO: Members of the Personnel Council
FROM: Lorelyn Liu

JUN 1 1979

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SUBJECT: Minutes of the Personnel Council Meeting, May 16, 1979

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There was discussion on extension of temporary Civil Service appointments under the procedures described in memo from John Walsh dated May 2, 1979. Pat Danner of Hetch Hetchy asked if NCS employees would have to take medicals if put on LT. The answer was "YES."

Question was raised by Ed Fong "How do the departments notify Civil Service of final probation reports? What have the various departments been doing?" Civil Service should be notified rather than just having evaluation filed away in the employee's file, which seems to be the case in many departments. Many employees pass probation by default because the departments fail to follow up in a timely manner in evaluating probationary employees. If no termination letter is written, they pass the probationary period without evaluations being made. Ed Fong felt that unless a department has a uniform standard of performance throughout the department, it would be difficult to evaluate performance. There should also be a distinction between probationary report and the regular performance evaluation. It was also brought up that not all City departments have had the training for the performance evaluations. Ed Fong will write to Roberta McDonough to ask about a letter to notify Civil Service of an employee's final probationary report.

Retirement received notice from Local 400 that said temporary and CETA employees can participate in Health Service System and Retirement System. There was a question as to whether it was part of the MOU or part of the Salary Standardization Ordinance. Helen Blumberg said that she thought it was in the negotiations material sent to the departments from Milton Mares.

Limited Term Transfer 20.06 -- This proposed amendment to Rule 20 refers to a straight lateral transfer of an employee to a vacant position in the same class but under another appointing officer. In the case of mandatory limited term transfers, Helen Blumberg said that the employee should be able to appeal the transfer to someone other than the appointing officer -- perhaps to Civil Service or to some other objective panel. Some of the reasons behind this amendment were: to avoid layoff, to even out work loads, for training, or because of the lack of exams.

Deferred Compensation Plan is going smoothly. We do need to find out to whom we can refer employees if errors are made.

Residency requirement: As of now on the basis of the decision in Ballantine versus the City of San Francisco, the five-mile limitation is out of the Administrative Code.



The phrase "O.A., as needed" was explained. It refers to individuals on call as needed--emergency employees.

Charter Commission now has a budget and has hired a staff person, will be hiring more staff soon. Charter Commission meets once or twice a week and is planning public hearings.

There was discussion about the time the Personnel Council meeting should start. There seems to be delay in getting started on time. It was agreed that the meeting should be scheduled for 9 AM so as not to break up the morning. Helen Blumberg suggested that an agenda should be followed for the meeting and asked members to send topics to Chairperson Dave Murphy or to her. Helen Blumberg will also write to the Civil Service Commissioners individually to ask them to address the Council on their views of the Civil Service process or whatever topic they think will be pertinent. The Commissioners would let us know the dates they are available. It was pointed out that if a speaker is invited that we should have more people attend the Personnel Council meeting. Depending on how much notice we get from the Commissioners, we will send a memo or phone the departments so they can send a representative.

NEXT MEETING: Wednesday, June 6 - 9 AM

Main Library Commission Room - 3rd Floor



June 12, 1979

TO: Members of the Personnel Council
FROM: Dave Murphy, Chairman
Lorrie Liu, Secretary
SUBJECT: Minutes of the Personnel Council Meeting of June 6, 1979

Important Dates: June 20 - Personnel Council Meeting

9:00 AM - Business
9:30 AM - Guest Speaker, Civil Service
Commissioner Allen Haile, Ph.D.

July 2 - Civil Service Commission - regular meeting

July 4 - Holiday

July 18 - Personnel Council Meeting
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9:00 AM - Business
9:30 AM - Guest Speaker, Civil Service
Commissioner Carlota del Portillo
"Compliance Contract"

Guest Speakers - Personnel Council

Dave Murphy reported that Helen Blumberg wrote to the new Civil Service Commissioners and asked them to address the Personnel Council. Commissioner Haile will be our guest on June 20 at 9:30 AM; Commissioner del Portillo will address the Council on July 18 at 9:30 AM. Please plan to be present or send a representative.

Update Personnel Council Roster

Some departments have not been receiving copies of the minutes; others, like Hetch Hetchy, get two or three copies. The minutes have been sent out according to the names on the roster which still includes names of people who have left the departments. Helen Blumberg suggested at a previous meeting that two copies should be sent to each department rather than to the individuals on the roster. The roster needs to be updated. One suggestion was that the list be passed around at the Personnel Council meeting every three months or so and corrections made. An updated roster, when available, will be distributed to each personnel office.

Additional Civil Service Commission meeting - June 11

JoAnne Auerbach announced that an additional Civil Service Commission meeting will be held on June 11 to discuss (a) limited tenure and (b) the appraisal interview portion of the exam for Class 2903 Eligibility Worker.

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Small Claims Court - Employee vs. Municipal Railway

Dave Murphy asked John Beckham to tell the Council about a MUNI employee who brought a case against MUNI to the Small Claims Court. Employee claimed he was erroneously suspended. Judge awarded the employee half the backpay he asked for. This is now pending appeal in Superior Court.

Terminations before the Civil Service Commission

John Beckham reported that for terminations heard by the CSC, Commissioner Lowe wants the department to submit case (summary or outline form) in advance of the meeting so that he can familiarize himself with the case. Mrs. del Portillo indicated that she would like that also; Commissioner Haile felt that changes should be made in the handling of these cases.

No Responsibility for Lost Goods

A briefcase enroute to MUNI's Lost and Found was stolen. John Beckham wrote to the City Attorney's Office asking: What is our responsibility for articles in such cases? The response from the City Attorney's Office is that "...bailee is not responsible where goods are stolen from him without his fault or neglect."

Dental Plans

Ben Martinez asked about dental plans. Two plans are available: Safeguard through Health Service and Professional Dental Services (PDS), which is being used by the Police Officers' Association. The PDS dental plan is more expensive than Safeguard but had a list of dentists throughout the Bay Area and also has a list of optometrists (PDS offers a dental and optometry plan).

John Beckham has been meeting with representatives of the PDS plan and will be notifying MUNI employees that dental and optometry benefits are available through PDS.

Notification to Civil Service on Completion of Probation

It was agreed at a previous meeting that Civil Service should be notified when an employee has passed probation. Ed Fong distributed copies of a form which could be used to notify Civil Service. Some of the comments were: (1) there should be space for approval of supervisor, department head and appointing officer (2) space for name of department.

Retroactive Pay

Ed Fong asked: What rate of pay will be given to the employee who will get less pay under the 1979-80 SSO than he did under the 1978-79 SSO? Employee will be paid the higher rate. Two important points: (1) no retroactive payment will be made before July 1 and (2) no payment will be made unless the employee has signed a waiver (waivers should be submitted with time rolls).

Retro Pay (continued)

It was suggested that a speaker from Civil Service Payroll come to a Personnel Council meeting to talk about retro pay and to answer any questions we may have. JoAnne Auerbach and Ed Fong will talk to Charlie Childs about this.

CETA and Temporary Employees - Retirement System

Jim Camarda mentioned that the proposed amendment to allow CETA and temporary employees with five or more years of continuous service to enroll in the City retirement system was heard in the L&P meeting of June 5 but decision was deferred for 30 days. JoAnne Auerbach said that only 20%-30% are CETA people.

CETA Clerical Workers

Ed Fong said that CETA is pushing hard for the departments to accept clerical people who will work 4 hours and go to school for 4 hours. These will probably be your junior clerks.

Entrance at Step 5 for some Crafts

Some electrical positions and stationary engineer positions in the new SSO have entrance rates at Step 5 and covers permanent, NCS, LT and TCS employees. (reported by Pat Danner)

Safety

Pat Danner asked if there is a safety handbook available for City employees. It was suggested that Ms. Danner check with Paul Scannel. There is a Safety Committee under the CAO's Office.

Fingerprinting

Many people are complaining about the \$6 charge for fingerprinting which is done at the request of the City. The fee goes to the State for research of employee's background.

Report from CSC - JoAnne Auerbach

There will be a regular CSC meeting on July 2. Updated Seniority Rosters are being run and departments will be receiving printouts very soon. She suggested that the departments review the lists and make changes manually. The seniority rosters are run only once a year.

Lay Offs

Lay offs are not expected to be too massive. Board of Education will lose some people and Community College will let their part-time non-Civil Service people go. JoAnne Auerbach asked that departments advise her of anticipated lay offs so that these people can be reassigned or transferred.



John Beckham announced that MUNI will be hiring many clerical people and mechanics sometime in July (vehicle maintenance, clerks, laborers - about 102 positions). MUNI may be able to use some of the people you are laying off. A supplemental list with classification and number of positions will be sent to each department. This will help greatly in MUNI's recruiting efforts and will save some of the people who are being laid off.

JoAnne Auerbach said that Civil Service does not recommend putting the laid off employee in another classification that would pay more than 5% of this present rate of pay.

City-Wide Policy of Attendance

The Civil Service Commission has been asked by the Mayor's Office to develop a city-wide policy of attendance. JoAnne asked the Council for some feedback on this idea. After some discussion it was agreed that the question must be addressed and that there has to be some kind of standards set on what is allowable in regards to tardiness, absenteeism and breaks. Will this policy be put in the SSO? A subcommittee was formed with Dave Murphy, John Beckham and JoAnne Auerbach as members.

Charter Revision

A subcommittee was formed to work on Charter revision. Members include: John Beckham, Jim Camarda, Ed Fong, Pat Danner, Dave Murphy--JoAnne Auerbach will serve as the liaison. First meeting will be Thursday, June 7, at 2 PM. Jim Camarda offered meeting place at Retirement System office - 770 Golden Gate, second floor. (Meeting actually took place on June 8. Second meeting to take place on June 15)

Local 400

Ed Fong mentioned that Local 400 is also working with non Civil Service employees and will go through your governing board or chief administrative officer. It was felt that departments should very carefully document cases when terminating employees.

C6575

6/20/79

SF Civil Service

TO: Members of the Personnel Council

FROM: Beth Van Arkel

DOCUMENTS DEPT.

SUBJECT: Minutes of Personnel Council Meeting June 20, 1979

NOV 20 1979

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Sub-committee on Charter Revision

Pat Danner highlighted the sub-committee's proposals for Charter revision thus far: (a) Appointing officers should assign duties for positions and recommend rates of pay for Civil Service approval and (b) Temporary employees with satisfactory performance evaluations should be granted permanent status after two years of service. Discussion followed on the use of temporary employees. The next committee meeting will review compensation, including consideration of executive compensation. John Beckham urged Council members to submit in writing any suggested revisions or areas to be considered for revision to the committee.

Sub-committee on Attendance Policy

Another sub-committee is being formed to submit recommendations regarding a city-wide policy on attendance. Any suggestions Council members have on use of sick leave, handling of tardiness, etc. should be directed to Tom Poulas.

Civil Service Commission

There is an interim form for reporting to Certification the names of employees who have passed probation; an official form will be developed after the new Probationary Rule is adopted that will include an area for indicating extension of probationary period.

Guest Speaker-Allen Haile

Commissioner Haile spoke about his philosophy and discussed his and the Members' ideas regarding Civil Service. His basic premise is that Public Service employment is sacred because its purpose according to the ancient Greeks was to better the human race; he feels we need to reactivate this value in public servants. As a Civil Service Commissioner he hopes to impact Civil Service policies in the areas of management and recruitment, rather than function only as a mitigator of problems after-the-fact at Commission meetings. He would like to see: (1) Recruitment begin at the junior high school level so that young people are encouraged to work in Public Service (2) Supervisors develop CETA employees with severe problems in work habits and work attitudes rather than terminate them so that eventually they can "get on the boat and rise with the economic tide" (3) Evaluations used to provide merit increases point out performance deficiencies and develop contractual relationships between supervisors and employees; it is philosophically unsound to use evaluations for punitive purposes (4) a Merit-Award system to reward employee ideas (5) Training for top management (6) a Consolidation of classes, including a generalist classification at the administrative level.

Next meeting: July 18, 1979 9:00 AM Main Library Conference Room
Guest speaker will be Commissioner Carlot/a del Portillo

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SF Civil Service

TO: Members of Personnel Council

SUBJECT: Minutes of Personnel Council 7/18/79

FROM: Beth Van Arkel

Aug 8 1979
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7/21/79

Distributions

The following items were distributed to Members:

- Ralph M. Brown Act, Section 54950. - 54960. of the California Government Code,
- Office of Revenue Sharing Compliance Agreement (the MOU and the Memo of Clarification to this agreement are attached to the Minutes),
- Updated assignment of personnel in the Certification Unit,
- Notice of Reduction in Force with five precarboned copies for Employee, Health Services, Department, Retirement System, and Civil Service Commission,
- Proposed Amendments to Civil Service Commission Rules 22, 23, and 24,
- Draft revision of Notice of Temporary or Permanent Civil Service Appointment with area on reverse of form for personnel in department that employee is leaving to indicate the employee's vacation and sick leave credits (suggestions for revision of draft should be in writing and submitted to Al Walker),
- Civil Service Commission Office Telephone Directory for July 1979.

CETA Layoffs

Civil Service recommends that other departments also allow their CETA employees who will be laid off September 30, 1979 to take their two floating holidays for this fiscal year and their vacation earned prior to September 1979. This time-off must be taken on the payroll before September 30, 1979 because the funds will be cut from the CETA budget as of that date. No payment in lieu of such time will be given.

This situation may change if Local 400 is successful in getting the Courts to base vacation payments on starting dates rather than fiscal years.

The CETA office will be sending notices to the departments about the Layoffs in August, after the Exception to the Order of Lay-Off issue has been acted upon by the Commission.

Guest Speaker -- Commissioner Carlota Texidor del Portillo

Ms. Texidor del Portillo offered the Members a choice between an interchange of ideas or a prepared presentation. The members preferred the former so she offered

to share the latter by attachment to these Minutes. She spoke to those present about her background and philosophy. She is trilingual, a native of Puerto Rico, a self-supporting divorcee with four children, from an upper-middleclass background, an active participant in the Spanish-speaking community, the author of a bilingual skills training manual, the Assistant Director of Mission Community College, an M.A. recipient of the University of San Francisco, and is working on her dissertation about the minimal success of the Latino woman.

The Commissioner is extremely concerned about the education of the bilingual children in San Francisco and that the community "gear-up" to serve this population. She quoted these statistics:

"As of June 1979, there are 60,000 students in San Francisco. Eighty percent (48,000) are nonwhite. About one-third (23,000) speak a language other than English at home. Twelve thousand currently participate in bilingual programs. Sixty-eight different languages (not dialects) are spoken in San Francisco."

Ms. Texidor del Portillo is also concerned about the self-concept of and utilization of women and she believes that a mutual acculturation must take effect before Affirmative Action moves from written policy to actualization in the work force. She feels that in a nonaffluent society, such as ours is becoming, one can only survive through competency and that such can be achieved in the Civil Service system; if a certain level of competency is expected by Department managers, eventually it will be obtained from the employees. She favors behavior modification to achieve such; for example, supervisors should use performance evaluations and other rewards to eliminate below competent performance or language pockets in a department. In regard to Civil Service testing and hiring, she stated that standards should not be lowered, that minorities should not be used as "ethnic pawns", and that our focus need not be ethnic/sexual breakdown if we can defend our requirements. However, she cautioned against raising standards by requiring nonjob-related minimum qualifications in order to get "the cream of the crop". The Commissioner is ready to make rules as well as break rules in order to streamline Civil Service procedures and rid the system of impediments to progress. She offered to be of assistance and said she could be contacted at 160 South Van Ness.

Next Meeting: August 1, 1979, 9 A.M., Main Library Conference Room.

MEMORANDUM OF CLARIFICATION WITH OFFICE OF REVENUE SHARING

Signatories: Mayor Feinstein and Dr. Denning (ORS)

In an attempt to resolve potential ambiguities in the June 4, 1979, agreement between the Office of Revenue Sharing and the City and County of San Francisco, the parties execute this Memorandum of Clarification:

1. Although the agreement requires the City to adopt and pursue in good faith goals and timetables, it does not require the adoption or pursuit of quotas or anything in the nature of a quota;
2. The agreement shall have a term of four (4) years from the date of approval by ORS of the City's affirmative action plan (see Sections 1c and d of the agreement) provided:
 - a. that in no event shall the term of the agreement be more than four years and ninety days from the date the City submits its affirmative action plan to ORS; and
 - b. that if any validation study for a particular job classification is in progress at the time the agreement otherwise expires, the agreement shall remain in effect, with respect to that classification only, until the study is completed and appropriate changes made if required.
3. Section 1a of the agreement requires that the City submit a plan for persons outside of city service to compete for middle and upper level promotive lists. The following clarification relates to this requirement: The plan may limit promotive entry to the extent necessary to insure that such entry does not produce a statistically significant underutilization of Blacks, Hispanics, Native Americans, or Asians as compared to their percentage in the qualified work force ;
4. As a part of the facilitation of Section 1b of the agreement, the City shall, consistent with applicable law, place before its voters a Charter amendment designed to accomplish the following:
 - a. Current certified temporaries (i.e. persons certified to a temporary position from a regularly adopted eligible list for that position at the time of the passage of said Charter amendment) would be treated in the same manner as permanent employees with regard to eligibility for promotive lists; and
 - b. Each current certified temporary would be given priority for direct transition to permanent employment in the entry level job which is the same job the individual holds immediately preceding transition, providing that no current City employee is displaced in the process; and
5. Section 18 of the agreement excludes certain areas from coverage because of consent decrees. That exclusion is intended to continue for the term of the agreement, regardless of whether a particular consent decree expires in the interim.

It is believed by the parties that all of the clarifications contained herein are consistent with the letter and spirit of their June 4, 1979, agreement.

MEMORANDUM OF UNDERSTANDING WITH EMPLOYEE ORGANIZATIONS

Signatories: Dianne Feinstein, Mayor; John Molinari, President of Board of Supervisors
Gordon Lau, Chairman of Board of Supervisors' L & P Committee; Darrell
Salomon, President of Civil Service Commission; Jack Crowley on behalf
of affiliated unions; Vince Courtney on behalf of Local 400; and Victor
Van Bourg on behalf of any remaining unions.

In order to achieve our mutual goals of an improved civil service, fair treatment
of city employees, equal employment opportunity, and continuation of the payment
of Federal monies to the City and County of San Francisco, the undersigned parties
agree as follows:

1. That they will support without qualification or reservation the agreement in
principle between the City and County of San Francisco and the Office of Revenue
Sharing signed on June 4 and 5, 1979, respectively by Dr. Denning of ORS and
Mayor Feinstein, provided the Memorandum of Clarification attached as Exhibit
A hereto is executed by Dr. Denning and Mayor Feinstein.
2. That they agree to the principle that persons in positions in city service
which are not really temporary positions will ultimately be offered the benefits
available to permanent employees, and that the parties will meet and confer
to develop a plan within one year which will generally accomplish that result
within four years thereafter.
3. That they will not abandon the Rule of 3 contained in the Charter without
submitting said rule to a vote of the people by proposed Charter Amendment.

SF Civil Service

TO: Members of Personnel Council

FROM: David Murphy

AUG 14 1979

SUBJECT: Minutes of Personnel Council Meeting, 8/1/79

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The minutes of 7/18/79, "CETA Layoff's," were amended in paragraph one, to read as follows:

To clarify a question brought up by other members, Al Walker reported that CETA employees to be laid off on September 30, 1979 may take the two floating holidays for this fiscal year, with the approval of the appointing officer. Vacation time earned prior to September 30 must be taken on the timerolls before that date, as CETA regulations do not allow in-lieu payments.

Benefits for Temporary Employees

The issue of health and retirement benefits for temporary employees was discussed by the Board of Supervisors. Due to the amount of money involved, the full Board referred the matter to the Finance Committee.

Civil Service Rule 34

Rule 34 and the City Attorney's opinion were discussed. Those departments which have signed Memorandums of Understanding are bound by the grievance procedures contained in them. If there is no grievance procedure in the M.O.U., or if there is no departmental M.O.U., Rule 34 applies.

Calls for 1408's

No calls are being issued for employees in class 1408 Principal Clerk, due to the City's agreement with the Office of Revenue Sharing.

NEXT MEETING: The regularly scheduled meeting (for August 15) has been postponed until August 22, 1979, 9 a.m.
3rd floor Commission Room, Main Library

tt

SF - CIVIL SERVICE

TO: Members of the Personnel Council

FROM: David Murphy

SUBJECT: Minutes of the meeting of August 22, 1979

SEP 20 1979

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OF PUBLIC WORKS

I. City Attorney's Opinion: Personal Services Contracts.

It is the City Attorney's opinion that Civil Service has the authority to review and approve all personal services contracts. In brief, the following are factors in determining the need for such contracts:

1. Can the work be performed by an existing Civil Service employee?
2. Is the work temporary in nature?
3. Is there a service already in existence which is equipped to perform the service?
4. Is there a right of control; i.e., does the Agency control the work being done?

For those considering personal services contracts the entire opinion should be analyzed.

II. Charter Revision Committee.

The committee on charter revision has been meeting regularly to draft changes in that portion of the Charter which deals with personnel. The committee will report on the work they have done at the meeting of the Council on September 26, 1979 at 9 a.m.

III. CETA.

Ray Wong reported on the status of CETA. The budget for San Francisco for 10/1/78 to 9/30/79 was \$32.6 million. The budget for the next year is set at \$11 million. The Mayor's Office for Employment Training has applied for extensions of the contracts for 1208 CETA employees in San Francisco, most of whom are employed through Civil Service. Some of the justifications for retaining these employees are as follows: for those employees who have applied for examinations but not yet taken them; for those who haven't qualified for certain examinations which will be changing in their specifications in the near future; for those in training to qualify for exams (for instance, those positions requiring state licensing); for those not employable otherwise in the City's labor market; for those with lack of skills or experience.

The Mayor's Office has applied to the Secretary of Labor for this extension. If granted the budget would be increased from \$11 million to \$16.5 million. However, at the end of each quarter, 25% of these 1208 people would be laid off.

By June 1980, all of Title VI CETA employees would be laid off, and by September 1980, there would be only 450 CETA employees left in the City (in contrast to 2800 at present). A freeze on hiring CETA employees is being discussed. If the waiver is approved by the Labor Department, approximately 35 CETA employees will be hired per month.

A 6.5% retroactive rate and a 6.5% cost of living increase has been approved for CETA employees in classes 9998 Staff Aide and 9910 Public Service Trainee.

In response to questions from Council members, Mr. Wong stated that the individual departments will have no say regarding which contracts will be extended; e.g., if CETA employees in class 1650 are retained, this will be the case city-wide. Clerical classifications will not be waived, as an outside market exists for people with clerical skills. A decision is expected within 2 weeks.

IV. Civil Service Termination Hearings.

Some departments indicated they are having difficulty in presenting their cases when recommending termination with services unsatisfactory. During discussion, the question of employee performance evaluations as documentation was brought up. It was agreed that the objective of employee performance evaluations is primarily employee development. The use of evaluation forms is to establish that the supervisor has been working with the employee in the attempt to correct deficiencies and in that respect it would appear that they are desirable documentation. However, there should be additional information to establish specific deficiencies which have lead to the recommendation of services unsatisfactory.

Next Meeting: September 26, 1979, at 9:00 a.m.

Library Commission Room

3rd floor, Main Library

Agenda: Report of the Committee on Charter Revision

TO: Members of the Personnel Council
FROM: David Murphy
SUBJECT: Minutes of the meeting of 11/7/79

RECEIVED

NOV 14 1979

The Chairman appointed to the nominating committee for officers of the Personnel Council the following people:

Warren Conlin, Chairman
John Beckham
Joanne Auerbach

Election of officers is set for the next meeting of 11/21/79 in the Commission Room, Main Library, 9:00 a.m.

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NOV 15 1979

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NOV 30 1979

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NOVEMBER 21, 1979

CIVIL MINUTES

75 The Personnel Council nominated and elected Julie Gibson (ext. 5721) as chair person of the Personnel Council and Barbara Gatlin (ext. 2360) as assistant coordinator. We thank David Murphy for chairing the council for so many years.

99 Civil Service: Jan Rodgers is replacing Joanne Auerbach as representative from Civil Service. A memo was distributed to all departments Re: Civil Service Reorganization. A separate memorandum will be issued detailing reorganization changes in the examination division. The classification division will have one team instead of two.

The personnel series is now open to the exam process. Deadline is 12-14-79.

There was discussion on departments developing their own affirmative action plan v.s. a master one from Civil Service. Since Sylvie Jacobson is the person to contact re: implementing paragraph (1-a) of the Office of Revenue Sharing Compliance Agreement; the council decided to invite her to our next meeting. At that time, she could clarify questions concerning department's Affirmative Action Plans.

By 12-7-79 departments should have returned to Civil Service a Separation List as well as an Appointment List. Apparently, N.C.S. are NOT to be included on the separation form.

The State Personnel Board will pay 100% salary of disabled persons that we hire and train. Eventually, they would have to be eligible for Civil Service exam. Questions should be directed to S. Jacobson ext. 4495.

Civil Service is requesting that departments send copies of their M.O.U.'s to Al Ambrose's office.

The Board of Supervisors will be issuing a Salary Standardization Schedule. It appears that departments will have to have their budgets into the controllers by 3-1-80.

Discussion on Rule(s) changes: There have been meet and confer sessions; e.g., 1 year probation. At this time, it looks like, supervisory classes as well as middle-upper management ones will require 1 year probation. There is the possibility that temporaries who become permanent (in that class) would have 3 months probation rather than 6 months - and 6 months for those who would have one year. Leaves of over 10 days would extend the probation time.

There was discussion on taking into account Performance Evaluations for determining entrance and promotive lists. This is subject to O.R.S. approval. (If an employee does not have an evaluation; he/she should not be adversely affected by not having one).

John Beckham mentioned that Commissioner Powell's term ends around 3-1-80. The council has been asked to recommend a new Commissioner. Dennis Bouey of Local 21 (Professional Employees' Union) was suggested to be the new Commissioner. It was decided that the council would invite him to one of its meetings. The Retirement Board will be having elections.

Next meeting: December 5, 1979 at 9:00 a.m., Commission Room, Main Library.

Sylvie Jacobson will address the Council on Affirmative Action Plans.



75
SF Civil Service 12/5/79
PERSONNEL COUNCIL MINUTES:

1
CIVIL SERVICE: JAN ROGERS

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Maggie Walsh

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An in-house memo was distributed on the Reorganization of the Examination Unit. A subsequent memo will follow. Also distributed were a memo on Rule 22 and Rule 6. The Civil Service Commission will be requesting that departments send them a list of their examination priorities.

Sylvie Jacobson of E.E.O. Unit: Affirmative Action Plans.

The city signed a Compliance Agreement with O.R.S. Thus, departments have to devise Affirmative Action Plans. Ms. Jacobson stated that it is felt that departments should become more aware of the content of the Compliance Agreement in order for them to devise Affirmative Action Plans. The E.E.O. Unit has been looking at model Affirmative Action Plans. The E.E.O. Unit will supply departments with A.A. Models as well as technical assistance. For legal questions one should contact the City Attorney's Office: Stephanie Chang (ext 4061). Apparently, Washington is aware that the city has been and will be greatly affected by Prop. 13, i.e. budget cuts. At this time, departments should be devising Affirmative Action goals and time tables. Also departments should be documenting all hiring selections. Goals for exempted employees still exist. Apparently, there are monies for grants to devise projects for hiring disabled individuals.

Tom Manley of the E.E.O. Unit (504 coordinator) discussed the hiring of disabled people. Eventually, they would have to qualify for the Civil Service exam process. Questions regarding the hiring of disabled persons should be directed to him. (Ext. 4495).

There are Civil Service Supplemental budgets in process - in order for departments to hire more personnel to assist in developing Affirmative Action Plans. The models that have been looked at, usually have a Policy Statement and then Statistical information.

It was suggested that larger departments have one person to gather the necessary information for Affirmative Action Plans. Departments can also contact Dorothy Yee of E.E.O. Unit (ext. 4495).

It was stated that there is under representation of Hispanics through out the city's work force. If anyone has any ideas on how to successfully recruit Hispanics, they should contact the E.E.O. Unit. One can also contact the E.E.O. Unit if departments have a qualified employee, who was denied access to the exam process. It was suggested that we need more "out reach" recruitment. It appears that O.R.S. does not have any difficulty with our lay-off rule nor our Traditional Seniority System. We are closely monitored by O.R.S. and stand to lose a considerable amount of monies from Federal agencies, if found not in compliance.

NEXT MEETING - December 19, 1979 9:00 a.m. Commission Room, Main Library.

No meeting January 2, 1980. Next meeting Wednesday 1-16-80. SAN FRANCISCO
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Civil Service: Jan Rogers. A memo requesting departments to list their exam priorities was distributed. Due date 12-28-79.

Civil Service Commission meeting of 12-17-79 was cancelled. No special meeting is planned at this time.

Personnel series applications extended to 1-4-80. Applications for special exams extended longer.

Prop. C. Staff is working with City Attorney on the prop. Apparently, there is some conflict between it and our charter. The Board of Supervisors is looking at the amount of monies involved in incorporating 5 yr. Temporary employees into Retirement and Health Plans. Apparently, the monies may be used for "like work-like pay" situations. In the light of the O.R.S. compliance agreement, a memo is being drafted regarding the new policy re: N.C.S. and L.Ts.

It was suggested: Departments include a clause in their (M.O.U.s) that if the union becomes decertified that the department's M.O.U.(s) no longer is valid.

The time of the M.O.U. (s) should be the same as that of the Board of Supervisors.

Julie Gibson of D.S.S. asked whether any other departmental personnel would be interested in trying to get the 1408 list unfrozen. Those interested should contact her (ext. 5721).

Retirement Elections:

Joan Dillon and Maurea Kealey of Local 400 addressed the council on upcoming retirement elections. Discussion was held on the fact that often eligible employees were receiving ballots too late or not at all. Joan Dillon suggested that the office of Registrar provide Rules and Procedures governing the elections for all departments. In addition, the Registrar's office could have the name of a "contact person", for each department, who would be responsible for the distribution and collection of ballots. There could be a sign-up sheet employees would sign once they received a ballot. Deadline for voting 2-14-80. S.E.I.U. Representatives are willing to assist departments with the election process. It was suggested that the council would have a representative, along with union ones, who would negotiate with the office of Registrar - RE: Rules for Retirement elections. John Burke in controller's office agreed to be the council's representative. He will give a report to the council next meeting:

Wednesday January 16, 1980 9:00 a.m.
Commission Room Main Library



PERSONNEL COUNCIL MINUTES: 2/6/80 BARBARA GATLIN

Civil Service: Janet Rogers made the following announcements:

1. The Civil Service Commission has adopted amendments to Rules 9 (Examinations), 11 (Certification) and 40 (Standing Committees), and the revised rules are being distributed.
2. Proposed amendments to Rule 34 (Grievance Procedure) are being distributed for the meet and confer or consultation process. Once the revised Grievance Procedure is adopted by the Commission, the procedure will apply to all City and County departments and will take the place of existing procedures currently found in Memoranda of Understanding.
3. The Affirmative Action Plan and Utilization Analysis is in the process of being distributed, and in the immediate future an outline for Departmental Affirmative Action Plans will be distributed.
4. The Commission has adopted a policy whereby Appointing Officers will be required to sign a statement that they have read and understood the Office of Revenue Sharing Agreement. Additionally, Commission staff will be required to report to the Commission on a quarterly basis the status of temporary appointments broken down by departments. A memo explaining the new policy for temporary appointments will be issued shortly.
5. The Civil Service Commission will hold a special meeting on Wednesday, February 13, 1980, to consider salary recommendations.

GUEST SPEAKER RAY SULLIVAN (MAYOR'S OFFICE)

Complaint: Requisitions are being held-up in Mayor's office.

A statement was read by Doris Anderson

(Public Works) written by Mori Noguchi.

In essence, the statement wondered how managers were suppose to effectively manage, when they receive conflicting messages, on how to run their departments. Mr. Sullivan stated: That originally, departments were told how much money they would receive and they could decide how to spend it. However, now the Mayor has decided to look over all the requisitions - except Police and Fire Departments. In addition, there is a new form departments need to fill out explaining the justification for the requisition(s). Apparently, the Mayor is trying to have as much surplus monies this year, to meet next year's financial crunch. Three alternatives arose: (1) Freeze all Requisitions; (2) Request that departments have more than 10 percent salary savings; (3) looking over all requisitions. The Mayor chose alternative #3. The council members suggested that they would prefer budget cuts for departments (to get the over-all picture) as oppose to every requisition being scrutinized and possibly being held-up. Mr. Sullivan suggested that Department Heads bring this matter to the attention of the Mayor at their Tuesday meetings.

Other Business: The Mayor's office will post daily those requisitions that they have approved. Disability Insurance elections have been postponed.

Next Meeting: Wednesday, 2/20/80, 9:00 A.M.
Commission Room Main Library.

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FEB 20 1980

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Civil Service

February 21, 1980

Edwin S. Sarsfield

General Manager

Masaya Kakebe

Assistant General Manager

TO: Members of the Personnel Council

FROM: Julie K. Gibson

DOCUMENTS DEPT.

SUBJECT: Minutes of the meeting of February 20, 1980

FEB 27 1980

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1. Civil Service Commission Steering Committee on Recruitment and Training (Commissioners Haile, Lee and Texidor del Portillo) will meet on Wednesday, February 27, 1980 at 7 P.M. in Room 2B City Hall.
2. Questions were raised on aspects of the LT rule and its administration, in particular the prohibition of NCS/LT employments of more than 130 days for certain significant classes (1446 Sr. Clerk Steno, 1426 Sr. Clerk Typist and 1630 Account Clerk are those of general interest). Jan will check on this - specifically in the case of 1630 Account Clerk where the results of the written examination are still being reviewed.

Jean Pral - Employee Relations Division - The Disability Plan election -
March 5 - March 15

1. The election to determine whether or not the City will participate in a disability insurance plan will be decided by a majority of those voting in the election.
2. The election is being held as part of City-wide M.O.V. The Employee Relations Division is supervising the election but has no direct stake, pro or con, in the outcome. The administration of the election will be the same as the recent Retirement System election.
3. The Disability Insurance can be used to supplement accumulated sick pay. Thus when, after seven days, a member becomes eligible for disability payments in relation to a non-work related illness, he may have the disability and supplement the payment with his sick pay.

For example: A worker earns \$400 B/W. After seven days, he is eligible for disability payment amounting to \$150 (approximate figure).

He gets \$150 DI + \$250 SP = \$400 (He cannot get more than \$400) This means that he reduces his sick pay at a much slower rate - \$250 B/W rather than \$400 B/W.

4. Administrative costs currently estimated at 11¢ per month are not likely to rise, but are set by the City and County.
5. The details of the plan - whether it will be the State plan or private plan, has not been decided.
6. Who will administer the plan has not been decided.

Reminder: Applications for 1408 Principal Clerk close March 5.
Please remind potential candidates about this important City-wide examination.

Next Meeting: Wednesday, March 5, 1980
9 A.M.
Room 605 - 450 McAllister

*Civil Service*

Edwin S. Sarsfield

General Manager

Masaya Kakebe

Assistant General Manager

March 7, 1980

Public Library
Documents Division
Maggie Walsh

TO: Members of the Personnel Council

FROM: Julie K. Gibson

SUBJECT: Minutes of the meeting of March 5, 1980

Civil Service

1. Civil Service Commission Standing Committee on Affirmative Action will meet Tuesday, March 11, at 4 P.M. in Room 2B City Hall. Under consideration will be the possibility of adding factors such as job performance and affirmative action to seniority as the basis for the order of lay-off. (Rule 32)
2. The full Commission will meet on Friday, March 14. In the morning at 9 A.M. in Room 2B, the Commission budget will be reviewed and in the afternoon beginning at 1:30 P.M. in Room 2B the Commission will hear the salary up-date.

Discussion centered on the Personnel Administration section of the proposed City Charter, specifically the limitation of six months, non-renewable, on "temporary" and "provisional" appointments. While the present members agreed that they could not live with this limitation given the existing situation with respect to examinations, it was felt that much of the problem of long term temporary employees could be solved if the examination division operated more efficiently.

It was decided that the Council would prepare a letter to the Personnel Sub-Committee of the Charter Revision Commission. The letter will include a list of changes and possible alternatives. A draft will be available for review and discussion at the March 19 meeting.

Next Meeting - Wednesday, March 19, 1980
9:00 A.M.
3rd floor Conference Room
Public Library

Speaker - Civil Service Commissioner Louis Hop Lee
Commissioner Lee expects to respond to your questions rather than giving a set presentation.



Edwin S. Sarsfield

General Manager

Masaya Kakebe

Assistant General Manager

March 25, 1980

SF
C65.75

3/19/80

= Civil Service

TO: Members of the Personnel Council

Public Library
Documents Division
Maggie Walsh

FROM: Julie K. Gibson

DOCUMENTS DEPT.

SUBJECT: Minutes of the meeting of March 19, 1980

MAR 27 1980

SAN FRANCISCO
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1. J. Warren Conlin, Director of Administration, Department of Social Services is retiring after eighteen years with that Department. There will be a retirement dinner on April 3. For further information contact Rose Randolph at 5913 as soon as possible.
2. Donald J. Pistolesi, Assistant Division Manager has been named Office of Revenue Sharing Coordinator.
3. Seniority rosters are due April 1. Contact Bill Dunn at 5316 if you have any questions.
4. Changes in the Salary Standardization Ordinance for 1980/81 are very few. Those changes will not affect classes that are covered by last year's M.O.U. Those classes will be identified in the new ordinance.

CETA - Roberta Fazade

CETA funding is assured through the end of the federal fiscal year, September 1980. Funding after that date is uncertain. All new CETA requests must conform to the new project requirements. Project request packages may be obtained from Roberta.

Commissioner Lee

1. In response to a question Commissioner Lee said that he still wants to see that criteria other than seniority be considered for lay off. He feels that the major personnel objective for all departments should be efficient functioning and thus merit and ethnicity should also be considered.
2. In connection with the first point, Commissioner Lee made some remarks on performance evaluation. Responding to a comment that evaluations have not been seen to have had an impact on efficiency, he said that the system if used properly should have a positive effect, that even subjective standards have value, and that perhaps an appeal or grievance procedure could be developed.

3. He opposes the Charter Revision proposal that allows the mayor to appoint the Director of Personnel, because he feels the proposal has major negative implications in relation to the merit system.
4. Commissioner Lee supports the Senior Executive Service plan, because he believes that the skills required for upper management are applicable to all positions. If the Charter amendment fails, he would consider asking the Commission to develop a similar plan.

Next Meeting: Wednesday, April 2, 1980
9 A.M.
3rd floor Commissioner's Room
S.F. Public Library



Public Library
Documents Division
Maggie Walsh

April 7, 1980

Refer to:

Edwin S. Sarsfield

General Manager

Masaya Kakebe

Assistant General Manager

TO: Members of the Personnel Council
FROM: Julie K. Gibson
SUBJECT: Minutes of the meeting of April 2, 1980

Civil Service - Jan Rodgers

A memorandum from Milt Mares, Employee Relations Division concerning employee rights to representation in pre-disciplinary proceedings was distributed. If you did not receive a copy contact Employee Relations Division x 5417.

Discussion

1. Layoff - Most of the departments had submitted their seniority rosters by the April 1 deadline. While no department can project its July 1 situation, there was agreement that all members of the Council would like a "refresher" on the lay-off rule and related procedures. Civil Service will be contacted on this.
2. Charter Revision - Attached is a draft letter to the Personnel Subcommittee of the Charter Revision Commission. It includes the suggestions made at the Council meeting. Please bring the draft and corrections, comments or additions to the April 16 meeting.

Next Meeting: Wednesday, April 16, 1980
9 A.M.
3rd floor Commissioner's Room
S.F. Public Library

Subject: Discussion of attached draft.

4/7/80

Personnel Sub-Committee
San Francisco Charter Revision Commission
170 Fell Street
San Francisco, CA 94102

Dear Commissioners:

The Personnel Council which is composed of Departmental Personnel Officers representing city and county departments would like to bring to your attention several concerns arising from the first draft of the revised charter.

Specifically we will find it difficult if not impossible to assure smooth, continuous delivery of services if we are tied to the provisions concerning temporary and provisional appointments.

1. "Appointments to temporary positions, which shall not exceed six months in any twelve month period, and which shall not be renewable, may be outside the regular civil service;"

The most obvious example of "project" employments which would be affected by this provision are those generally known as "CETA jobs". These generally run for eighteen months and are currently non-renewable, but these appointments have been known to last more than five years. Other examples of projects are those funded by L.E.A.A. or H.E.W. grants. Again, these can run from three months to several years, and while the grants may be renewable on an annual basis, it appears inefficient to replace specially qualified grant funded personnel and at the same time inappropriate to create a specialized classification for so short a period of time. Even if individual are selected from a regular Civil Service list of eligibles, the individual could not be given permanent status because there would be no "permanent" position to which he could return.

2. "Provisional appointments for classified positions, which shall not exceed six months and shall not be renewable, may be made for positions for which no list of eligibles exists".

The Council understands the thrust of this provision and is in basic agreement with it. There is no question but that the examination process could, in any cases, be handled more expeditiously. Nevertheless there are a variety of factors which, if they come into play, can seriously affect an examination schedule. These include civil suits, recruitment aspects which are monitored by the Office of Revenue Sharing and the protest rights of applicants which are covered by the rules of the Civil Service Commission. Therefore Department could find themselves obliged to lay-off employees, who, having been trained, will return to a position when an eligible list is adopted and to train new employees who will be laid off.

In a related area, current Civil Service rules permit up to nine months of personal leave and up to three years medical leave for permanent employees. The position of an employee on leave is thus technically encumbered, but as there is likely to be a need for service delivery, a temporary appointment is necessary.

There are some more general considerations which apply to both temporary positions and provisional appointments.

1. It is likely that a health insurance fringe benefit will be available to temporary as well as permanent employees.
2. If a permanent employee in one class accepts a provisional appointment in another class or a temporary position, that employee is not adversely affected in any way.
3. There may be projects which, because of their nature or duration, are not attractive to permanent employees in the appropriate Civil Service classification.
4. Both types of appointments can be used to assist potential candidates develop skills and knowledge which would assist them in the examination process. This approach would have a significant, positive effect on the City's efforts to meet its affirmative action commitments.

We hope that you will give these comments your careful consideration. In addition it may be helpful if one or more members of the Personnel Subcommittee were to meet with the Personnel Council. You may contact Ms. Julie Gibson at 558-5721 if you would like to arrange this.



Edwin S. Sarsfield

General Manager

Masaya Kakebe

Assistant General Manager

May 1, 1980

Public Library
Documents Division
Maggie Walsh

TO: Members of the Personnel Council

FROM: Julie K. Gibson

SUBJECT: Minutes of the meeting of April 16, 1980

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MAY 5 1980

SAN FRANCISCO
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1. According to Bill Dunn, Seniority rosters will probably be available May 16.
2. The new number for medical appointments is 15 - 8998.

Charter Revision - general discussion

1. A number of questions were raised. These included whether or not pages, assistant rec. directors, food service workers etc., who work less than 70 hours a month would continue to be exempt and therefore temporary possibly longer than the six months allowed in the draft of the revised Charter.
2. Are as needed or seasonal employees included or excluded by the six month limit?

Lay offs - general discussion

1. There was no consensus on the amount of notice required prior to lay-off. There was agreement that there should be as much warning as possible, however.
2. There was a question as to whether an employee who is laid off has the right to be picked up immediately - in order to avoid loss of pay and break in service. Jan is going to look into this and report.

Attachment The Mayor's Office has asked that the attached be circulated. A program representative will be present to answer questions.

Next Meeting: May 7, 1980
9 A.M.
3rd floor Commissioner's Room
S.F. Public Library

Speakers Walter Park
Staff member - Personnel Sub Committee
Charter Revision Commission

Derek Wong
Staff - Management Development Project
Mayor's Office

PUBLIC/PRIVATE SECTOR EXCHANGE PROGRAM

The Mayor's Office encourages City employees to participate in a program of public/private sector exchanges. Recently funded by the Intergovernmental Personnel Act (IPA) grant for management development, the program promotes employee visits with other public/private sector agencies. The objective of the exchange program is to acquaint City employees with the ideas and procedures of outside agencies.

The visit should provide the employee with information useful in improving his/her current work. It is hoped that the City employee will establish an on-going relationship with his/her exchange counterpart, for purposes of mutual assistance. As such, employees should take an active role in arranging their visits with outside agencies.

PROCEDURE:

- (1) Seek approval and advice of supervisor.
- (2) Identify appropriate agency and professional counterpart.
- (3) Please call Derrick Wong (extension 5885), who is coordinating this program under the IPA grant, about your plans for the visit.
- (4) Contact outside agency, arranging on-site visit of at least one day, and at most five days.
- (5) Complete the evaluation form sent to you; please return the form to Derrick Wong within 5 days after the visit.

The visits are intended as non-compensated exchanges, contributing to employee knowledge and development. If you have any questions or difficulty in establishing the visit, please contact Derrick Wong (extension 5885).

DW:bc

Edwin S. Sarsfield
General Manager
Masaya Kakebe
Assistant General Manager



May 12, 1980

Public Library
Documents Division
Maggie Walsh

TO: Members of the Personnel Council

FROM: Julie K. Gibson

DOCUMENTS DEPT.

SUBJECT: Minutes of the Meeting of May 7, 1980

MAY 16 1980

Civil Service - Jan Rogers

SAN FRANCISCO
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In response to questions raised at the last meeting, Jan said:

1. In the case of layoffs, there is no mandate for immediate rehire.
2. Layoff is a break in service. Permanent and probationary employees may elect to take an involuntary leave as described in Rule 32.11; such leave does not constitute a break in service.

Intergovernmental Personnel Act - general discussion

1. One aspect of the program is concerned with the development of programs which improve personnel administration and can be used by other jurisdictions.
2. There is a grant program. Information may be obtained by writing: The IPA Grant Program
717 K Street, Suite 501
Sacramento, CA 95814
3. Efforts are being made to arrange a speaker for the next council meeting.

Charter Revision - Walter Park - Staff Member, Personnel Sub Committee.

1. The Commission has not come to a final decision on whether the limit of six months for provisional employments (when there is no eligible list) will be changed to one year. Mr. Park said that all the groups with whom discussions had been held, recommended one year.
2. There is a planned 5 year phase-in of the regulations or phase-out of long term temporaries.
3. Temporaries filling positions of permanent employees on leave are not included in the six month limitation.

4. The new charter will probably give temporaries all fringe benefits except retirement.
5. The second draft will be discussed on May 19, at 5 p.m. The place was uncertain. Mr. Park has a copy of the Council mailing list and will send copies of the second draft as soon as it is available.

Public/Private Sector Exchange Program - Derrick Wong - Mayor's Office (ext.5885)

1. I.P.A. grants have funded five projects: 1) a Management Council 2) work on a Performance Evaluation system for management 3) Public/Private sector exchange 4) communication: to find means for immediate access to top management and 5) Job Enrichment.
2. Public/Private Sector Exchange program allows employees to visit similar operations in the private sector in an attempt to find alternative ways of accomplishing objectives. The visits are part of a normal duty assignment and the employee receives no additional pay.
3. For instance if a Principal Clerk wants to visit a similar operation, the P.C. discusses this with his/her supervisor. If the supervisor approves the idea, the P.C. calls Derrick Wong with the idea which may or may not include a specific visit site. If the latter, Mr. Wong can make recommendations.
4. All visits must be coordinated through Mr. Wong and employees participating in the program must complete an evaluation form related to their experience.

NEXT MEETING: May 21, 1980
9 A.M.
3rd Floor, Commissioner's Room
S.F. Public Library

SPEAKER: 1. Al Walker - Rule 22. Leaves
2. A representative from I.P.A. will be present.

Edwin S. Sarsfield

General Manager

Masaya Kakebe

Assistant General Manager



May 29, 1980

Public Library
Documents Division
Maggie Walsh

TO: Members of the Personnel Council
FROM: Julie K. Gibson
SUBJECT: Minutes of the meeting of May 21, 1980

DOCUMENTS DEPT

MAY 29 1980

CITY OF SAN FRANCISCO
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Leave Rule - Al Walker

1. There will be an updated table of contents, index and cross reference to the Rules in July.
2. A special table of contents is available for the new leave rule.
3. Al covered a great many fine points and there are several minor corrections to be aware of:
 - a. page 59b which is Rule 26 should be page 59d.
 - b. The leave form is being revised.
 - c. Rule 23 - Sick Pay is still effective. It will be replaced by Rule 22.0 a, b, and e after action by the Board of Supervisors.
 - d. Note the distinction between maternity leave - now to a maximum of six months - and leave for childcare.
 - e. In the near future sick leave will be recorded on an hourly rather than a daily basis. This will go into effect city-wide on a date you will be given.
 - f. Since Rule 22 is in effect, it would be wise for each D.P.O. to review the status of his employees on leave.

Civil Service

1. All limited tenure appointments have been extended through 9/30/80. The annual review will occur at that time.
2. All designated Bilingual positions have also been extended through 9/30/80.

Intergovernmental Personnel Act Grants - Lorna Bloedou

1. Ms. Bloedou, who is a Grants Program Manager described the areas with which IPA is concerned: training, activities designed to increase productivity and effectiveness, and personnel management projects.
2. The majority of current grants are concerned with adaptation to the post - Proposition 13 environment.
3. While there is an effort to distribute grant monies among as many agencies as possible, one jurisdiction can receive more than one grant. San Francisco is currently the recipient of three grants: the Charter Commission, the Mayor's Office and SEIU/Mayor's Office.
4. Before submitting a full grant application, agencies are encouraged to submit concept papers. These are reviewed by analysts who determine whether the idea is grant eligible and whether or not it appears to be competitive. Those analysts will supply additional technical assistance if it is requested.

Charter Revision

1. The second draft continues to limit provisional appointments (when there is no eligible list) to six months.
2. Appointments which are replacements for employees on leave, seasonal, or as needed are not so limited.

Next Meeting: June 4
9 A.M.
3rd floor Commissioner's Room
S.F. Public Library

Edwin S. Sarsfield
General Manager
Masaya Kakebe
Assistant General Manager



Civil Service

Refer to:

June 16, 1980

Public Library
Documents Division
Maggie Walsh

TO: Personnel Council

FROM: Julie K. Gibson

SUBJECT: Minutes of the meeting of June 4, 1980

CETA - Roberta Fazande

Ceta requisitions should run from 7/1/80 to 9/30/80, not 6/30/80.
Whether or not they will be extended, will depend on federal funding,
information on which is not yet available.

Civil Service - Mary Smith

1. Discussion of employment verification resulted in a request for a series of guidelines on information that can be released, including salary information.
2. Some general comments on fiscal year change over.

Next Meeting: Wednesday, June 18 - 9:00 A.M.
S.F.P.L.
3rd floor, Commissioners' Room

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JUN 19 1980

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Edwin S. Sarstfield

General Manager

Masaya Kakebe

Assistant General Manager

Refer to:

July 11, 1980

Public Library
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JUL 17 1980

TO: Personnel Council

FROM: Julie K. Gibson

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SUBJECT: Minutes of the meetings of June 18 and July 2.

- I. Meeting of June 18: Discussion was concerned with affirmative action problems as they affect operating departments and the personnel offices of those departments. Commissioner Haile was invited to attend a future meeting to discuss these concerns.
- II. Meeting of July 2: Discussion covered an up-date of the affirmative action problems, Civil Service examination priorities and end of fiscal year problems.

Next Meeting: July 16, 1980
9:00 a.m.
3rd floor Commissioners' Room - S.F.P.L.

Agenda - Consideration of the item to be discussed by the Affirmative Action Subcommittee of the Civil Service Commission at its meeting scheduled for July 22 at 4:00 p.m. in the Lurie Room, S.F.P.L. "Hearing to consider formulation of a city wide policy concerning the use of a language other than English by employees during the course of performance of their duties."

Alfredo Rodriguez, Affirmative Action Officer, D.P.H. and Sylvia Jacobson, Affirmative Action Officer, C.S.C. will be present.



Edwin S. Sarsfield
General Manager
Masaya Kakebe
Assistant General Manager

August 1, 1980

Public Library
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Maggie Walsh

DOCUMENTS DEPT.

AUG 6 1980

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TO: Personnel Council

FROM: Julie K. Gibson

SUBJECT: Minutes of the Meeting of July 16, 1980

Civil Service - Mary Smith

1. Mary reminded the Council about the new O.A. policy for specified classes. A copy of the policy statement may be obtained from Al Walker's office.
2. A set of guidelines for requests for employment verification is being prepared and should be available soon.
3. The Commission has approved a list of examination priorities. Copies of that list will be sent to all departments in the next two to three weeks.
4. Receipt of applications for exams for class 1220 Payroll Clerk and 1222 Sr. Payroll Clerk began July 18.

EEO/Affirmative Action update - Sylvie Jacobson & Alfredo Rodriguez

1. Sylvie stressed that ORS agreement (and the state MSS survey which affects DPH & DSS) is a very real series of expectations which have to be met. It is therefore incumbent upon every department to prepare and implement an affirmative action plan and to make every effort to meet parities. Each department has a responsibility because if any one fails to meet its commitments, all departments are threatened with loss of revenues.
2. Alfredo supported Sylvia's statements and expressed his concern that too much stress had been put on punitive aspects rather than on positive rewards.

GSC Affirmative Action Subcommittee - general discussion

1. There was general agreement that ethnically integrated units are most desirable and that when a balance does not exist, efforts should be made to achieve the balance.
2. Alfredo noted that there is no California law on the use of language other than English during the performance of on the job duties.

3. The Council would like the Sub-committee to give us guidelines on what we can tell employees. These guidelines would relieve departments of the need to make individual decisions (and of suffering the effects of a poor decision) and give us a uniform policy.
4. One member suggested that departments prepare presentations so that the Sub-committee will know how the situation affects specific departments.

Next Meeting : August 6, 1980
 9:00 a.m.
 3rd floor - Commissioner's Room

Agenda: Derrick Wong - Update on SES



Edwin S. Sarsfield

General Manager

Masaya Kakebe

Assistant General Manager

September 25, 1980

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TO: Personnel Council

FROM: Julie K. Gibson

SUBJECT: Minutes of the Meeting of September 17

DOCUMENTS DEPT.

SEP 29 1980

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Civil Service: attached is a draft for your review and comment. Please return it to Jan Rodgers by October 3.

General Discussion

1. Examination priorities: many departments had not received this memo RE-100 dated August 11. Additional copies will be available at the meeting of October 1.
2. As there seem to be no pressing problems, there is some question as to whether it is necessary for the Council to continue to have two meetings a month. The discussion was suspended and a decision will be made at the meeting of October 1.

Next Meeting October 1, 1980
 9:00 a.m.
 3rd Floor Commissioners' Room SF PL

Agenda Personnel Sections of the proposed new Charter. A representative from the Charter Revision Commission will discuss the new sections and answer questions.

POLICY AND PROCEDURES OF THE CIVIL SERVICE
COMMISSION RE RESPONSE TO REQUESTS
FOR EMPLOYMENT VERIFICATION

It is the policy of the Personnel Department, Civil Service Commission to respond only to written requests for information regarding the employment of former or current City and County employees. Such information is to be provided by the employee's department. In cases where the employee is claiming work experience in more than one department, a separate verification request by the inquiring agency or firm must be submitted to each department.

Additionally, it is our policy to provide only the following information, and it is suggested that all departments limit the information provided to the following:

1. Employee's class number and title
2. Dates of employment
3. Salary/Wage Rate
4. Employment Status, i.e. permanent, temporary

If the request concerns the re-employment of a former employee by the City and County, unless there is official Civil Service Commission action to the contrary, the employee is eligible for re-hire in accordance with appropriate Civil Service Commission procedure.

Edwin S. Sarsfield
General ManagerMasaya Kakebe
Assistant General Manager

November 3, 1980

Public Library
Documents Division
Maggie Walsh

DOCUMENTS DEPT.

NOV 7 1980

SAN FRANCISCO
PUBLIC LIBRARY

TO: Personnel Council

FROM: Julie K. Gibson

SUBJECT: Minutes of the meeting of October 1

1. Review of Personnel Sections of the proposed new City Charter
- Jim Hass.

Many aspects were reviewed. The best comparative source is the document prepared for the Civil Service Commission. Copies are available in Al Walker's office.

2. It was decided that meetings of the Council would be on the first Wednesday of each month.
3. Attached are Basic Flextime Guidelines for your information. Evelyn Williams has completed her internship and asks that you contact Derrick Wong for details if you are interested. The unit is asking that you give careful consideration to the idea rather than just assuming it can't work in your department.

Next Meeting: Wednesday, November 5
9:00 a.m.
Commissioners' Room SF PL

Agenda: Mary Smith CSC on new clerical testing procedures
Roberta Fagande - CETA update

FLEXTIME



OFFICE OF THE MAYOR
SAN FRANCISCO

SOME BASIC FLEXTIME GUIDELINES

"It's hard to fail with flexible schedules when they are appropriately matched to the work environment . . . The key to maximizing benefits and minimizing problems is the care taken during implementation."

DO NOT impose a flextime on employees involuntarily

- DO assess the feasibility and survey the interest in flextime
- DO state program objectives, anticipated benefits, possible problems
- DO keep supervisors, employees and union reps informed at all times
- DO secure and publicize top management and union support

DO NOT assume that flextime is infeasible for certain jobs

- DO give employees the chance to work out problems among themselves
- DO use an experimental approach
- DO take advantage of the flextime experiences of other departments

DO NOT ignore employee input

- DO involve employees and supervisors in the planning process

DO NOT expect a program to be smooth and trouble-free on Day 1

- DO be sure that everyone involved understands operating policies
- DO evaluate the experiment and publicize results to all involved
- DO monitor and maintain effectiveness of the program over time

DO NOT stop here

- DO read this packet and call Evelyn in the Mayor's Office for more information

FLEXTIME



OFFICE OF THE MAYOR
SAN FRANCISCO

FLEXTIME SUMMARY

FLEXTIME

Flextime is a concept that encompasses a variety of plans for flexible working hours within the framework of the regular work week. Three basic requirements characterize all of these plans. The first two requirements emphasize the accountability of the employees and the third requirement ensures adequate office coverage during the most critical working hours. First, the job must get done. Second, each employee must work a specified number of hours per reporting period, (eg., eight hours per day, forty hours per week, or eighty hours per two weeks). Third, all employees may be required to be on the job during specified "core hours" each day.

The most basic version of flextime permits flexibility only within the working day. This system sometimes is referred to as the "floating day". All employees are required to work a fixed number of hours each day but they may "flex" their starting time. Quitting times are determined by the starting times.

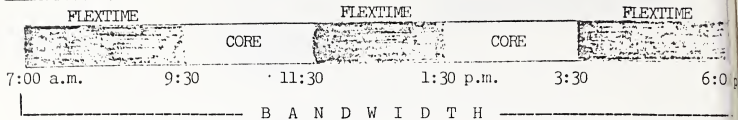
A more flexible version of flextime involves a one week reporting period. This approach allows employees to carry forward debit and credit hours day to day for a one week period. Employees can set up their work hours in response to a fluctuating workload without working overtime.

An even more flexible system permits employees to carry forward debit and credit hours for an 80 hour/two week reporting period.

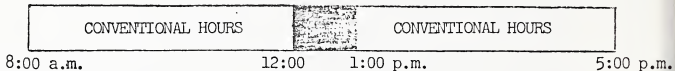
Bandwidth

The total portion of the work day during which employees are permitted to work is called the "bandwidth". The bandwidth includes both "core hours" and "flexible hours". The core hours, (typically 9:30 a.m. to 3:30 p.m., or 9:30-11:30 a.m. and 1:30-3:30 p.m.), are established by management based on peak workload and/or other specific needs of the office. Varying workloads and responsibilities may sometimes require an employee to be on the job at specific hours in addition to the core time. In general, however, employees are free to determine their own schedules outside the core hours as long as the total daily, weekly or biweekly number of hours meets office specifications.

FLEXTIME WORKDAY



STANDARD WORKDAY



1.2 Flextime Reporting Periods

Flextime programs typically use an eight hour, 40 hour or an 80 hour reporting period. The eight hour reporting period is simplest but clearly affords the least flexibility.

A 40 hour reporting period usually extends from Monday through Friday. While this five day period allows employees to vary the length of each workday, some employees note that sometimes it is difficult to accumulate exactly 40 hours at the end of the period. (Most often the accumulated total is a bit over 40 hours.)

For some employees the reporting period runs from Wednesday through Tuesday. Several of these employees explain that such a schedule makes it difficult to plan for shorter working days on Fridays since this day falls in the middle of the reporting period.

Most employees agree that an 80 hour, two week reporting period would enable them to take advantage of flextime more completely.

1.3 Accountability

It is the responsibility of the employee to be on the job when it is necessary in order to get the job done. This orientation emphasizes actual job content and minimizes the focus on the specific hours that an employee works. The measure of job performance takes much more a job content orientation rather than a time orientation.

Employees still must accumulate the required number of work hours per reporting period. Oftentimes this accountability can be achieved by using a simple sign-in/sign-out paper system. Employees sign-in at the start of the day and sign-out whenever they leave to take time off the job (eg., breaks, lunch, etc.). When an employee signs out at the end of the day she/he records the number of hours accumulated on that day.

<u>WEEKLY TIME ACCUMULATOR</u>					
Name: _____			Pay Period: _____		
	IN	OUT	TIME	DAILY SUBTOTAL	ACCUMULATED TOTAL
Monday, _____	_____	_____	_____		
	_____	_____	_____		
	_____	_____	_____		
	_____	_____	_____		
Tuesday, _____	_____	_____	_____		
	_____	_____	_____		
	_____	_____	_____		
	_____	_____	_____		

Many flextime offices employ mechanical devices called personal time accumulators which are started and stopped by employees' individually coded keys as they enter and leave work. (Sometimes the accumulator is designed to prevent an employee from recording hours outside the prescribed bandwidth.) The accumulator is not a rigid time keeping device which records and monitors the actual hours at which an employee arrives at, or leaves the job. Rather the accumulator is more like an odometer, recording and monitoring only the cumulative total number of hours worked.

Initial resistance to the accumulators is very common. Managers, in particular, consider it unprofessional to be subjected to the mechanical watch of the time accumulator. Employees sometimes resent the inconvenience of having to "clock in" and "clock out". Experience has shown, however, that the initial resistance soon gives way to general acceptance. Employees find that the accumulator is a valuable tool that keeps track of their accumulated hours and helps them to plan their work schedule. Managers find the accumulators an important control mechanism to ensure that all employees are working the specified number of hours. (Typically

those employees who continue to dislike the accumulator are not accustomed to fulfilling their weekly or biweekly obligations.) When an employee is on the job his or her "key" is inserted into the accumulator in an "on" position. The "on" position activates a red light which permits managers to know at a glance whether or not a particular employee is on the job at that time. On the whole, employees accept the accumulator as part of the requirements for their engaging in flextime.

Both paper and accumulator systems of accountability have been used successfully in flextime programs. Successful paper systems indicate that, in many instances, flextime can be implemented simply, and without great expense. Advocates of a paper system maintain that the accumulator unnecessarily complicates and sometimes interferes with implementation of a flextime system. They say that the very expense of the accumulator (about \$70 per employee) can be a deterrent for some organizations to adopt flextime.

Paper systems as well as the honor system can be, and have been used effectively especially in offices that are on a "floating day" flextime program. Paper systems are less well accepted, however, in flextime systems that allow employees to carry debit/credit hours from day to day simply because it becomes more difficult to keep track of hours worked day to day. Many is the number of potential flextime managers who have shifted from a position of strong opposition to a position of staunch support once the accumulator is introduced.

Supporters of the accumulator assert that the initial outlay of money for the accumulators does not represent a "real" cost. In most cases the cost savings (eg., in reduced sick leave, reduced overtime, etc.) pays for the equipment in less than a year. Proponents of the accumulator system also claim that a monetary commitment can be important to ensure commitment and dedication to making flextime work.

For jobs that require field work a paper system might be used in conjunction with the accumulator. In such cases the accumulator is used to accumulate only those hours spent in the office. Employees keep a written record of their field hours and add the two sums daily and/or at the end of the reporting period. (Conversion tables are available to facilitate translating the specific hours worked (eg., 9:30 a.m. to 1:45 p.m.) to total accumulated hours (eg., in hundredths of an hour--4.25 hours.))

1.4 Applicability

Flextime can be easily adapted to a variety of diverse work environments. In general, offices are more amenable to flextime than are factories. Flextime is also more likely to succeed in an organization that produces services rather than goods. Minimal staff specialization facilitates flextime as do situations in which the work load is routine and fairly predictable.

Flextime frequently is considered to be incompatible with mass-production technologies, assembly lines, team work, and work in which one worker's output is another worker's input. Jobs that are subject to great fluctuations or that require substantial amounts of time away from the office or work site also are more challenging targets for flextime.

Non-users of flextime tend to foresee more problems with flextime and consider it infeasible for more job situations than do flextime users. Among flextime users there is no consensus on where flextime absolutely would not work. Instead, there are three different kinds of work activities that are sometimes mentioned: 1) shift work, assembly lines, and machine-paced work; 2) work where continuous coverage is needed—eg. receptionists, switchboard operators, and security personnel or in small organizations or where there are few workers; and 3) jobs requiring an extensive amount of external and/or internal communication and interfacing.

Flextime is not rigidly incompatible with the work activities mentioned above—it is only less common than in other environments. With a bit of brainstorming and a willingness to redesign work activities many of the seemingly insurmountable barriers to flextime can be effectively circumvented. Indeed, solutions to many difficult situations are often generated by employees themselves participating with management in the decision-making process.

1.5 Benefits of Flextime

A flextime system requires employees to make a more responsible commitment to their jobs. As a result it reduces absenteeism, tardiness, sick and vacation leave, and overtime. The work situation is more job oriented rather than time oriented. With the opportunity to carry over hours day to day and/or week to week, employees are more inclined to stay on the job to complete a task at hand rather than dropping everything at closing time under a rigid schedule. Job orientation then, suggests the opportunity for improved efficiency and increased productivity.

Specific benefits of flextime systems have included the following:

- | | |
|--------------------|---|
| Employee Benefits: | 1) having time for personal business |
| | 2) not worrying about being late |
| | 3) greater independence in setting schedule |
| | 4) more time for family |
| | 5) more convenient commute |
| | 6) greater motivation through sense of freedom and responsibility |
| Office Benefits: | 7) emphasis on content of job rather than time spent at work |
| | 8) improved productivity |
| | 9) decreased improper use of sick time |
| | 10) improved morale |
| | 11) prevents tardiness |
| | 12) reduced overtime |
| | 13) extended office coverage |
| | 14) improved client service |

1.6 Making Flextime Work

The great advantage of a flextime system is that it is grounded in the principle of flexibility. Inherent in the concept is the ability/freedom to structure or modify a time system to meet the specific demands and characteristics of an office.

Satisfaction of the conditions outlined earlier does not guarantee success of a flextime system. Neither does the absence of a condition necessitate failure. In the latter case, special rules may have to be formulated to ensure efficient and effective use of flextime. For example, to ensure adequate office coverage between 3:30 and 5:00 p.m. a rotating schedule might be adopted such that each employee takes a turn at covering the hours.

Successful flextime systems depend upon the cooperative efforts of employees and management. Given the demands of the office, employees may engage in job rotation, cross training and team efforts to permit them the freedom that flextime affords. Supervisors retain the authority to veto proposed scheduling but such power should be restricted to situations in which the content of the job is jeopardized.

Labor representatives and employees should be involved early in the discussions of a flextime program. This communication is critical to emphasize that while adoption of a flextime schedule is voluntary, participation implies a joint responsibility to make the program work.

Prepared by: Evelyn Williams
September 18, 1980

EW:dg

DPW FLEXTIME EVALUATION--SUMMARY

The Bureau of Architecture and Engineering within the Department of Public Works adopted a flextime program in February of this year. A six month evaluation, (Supervisor and Employee Surveys), has just been completed. Portions of the surveys are included here. For a more complete report contact Evelyn Williams or Derrick Wong in the Mayor's Office, or Joe Corollo at DPW. (Telephone numbers are listed on the "Contact Persons" page of this handout.)

* * * * *

	<u>Employee Survey #2</u>			<u>Supervisor Survey #2</u>		
Do you feel Flextime has benefited you?	Yes <u>59</u>	No <u>14</u>	% <u>81</u>	Yes <u>6</u>	No <u>1</u>	% <u>86</u>
Do you feel Flextime has benefited the people of your unit or department?	Yes <u>61</u>	No <u>2</u>	% <u>97</u>	Yes <u>6</u>	No <u>1</u>	% <u>86</u>
Have you experienced problems with time management and accountability?	Yes <u>51</u>	No <u>9</u>	% <u>85</u>	Yes <u>4</u>	No <u>3</u>	% <u>57</u>
Do you want to continue with Flextime?	Yes <u>60</u>	No <u>4</u>	% <u>94</u>	Yes <u>7</u>	No <u>-</u>	% <u>100</u>

(Continued)

* * * * *

Observed Effects

Employee Survey #2				Supervisor Survey #2				
	Responses	% Better	% Same	% Worse	Responses	% Better	% Same	% Worse
Lateness	57	60	40	—	7	86	14	—
Short term absences	64	39	59	2	7	57	43	—
Employee Morale	68	50	48	2	7	86	14	—
Personnel turnover	61	8	92	—	7	14	86	—
Overtime	58	12	86	2	7	14	86	—
Meeting workload	67	27	73	—	7	29	71	—
Internal & external communication	63	16	75	9	7	—	43	57
Coverage during flexible periods	64	30	63	7	7	—	29	71
Back up for your functions	61	10	88	2	7	—	57	43
Supervisory time required	59	20	68	12	7	—	43	57
Planning & scheduling	65	34	64	2	7	14	43	43
Service provided by your work unit	60	17	81	2	7	14	86	—
Service available to your work unit	61	13	85	2	7	—	100	—

FLEXTIME



OFFICE OF THE MAYOR
SAN FRANCISCO

CONTACT PERSONS

Following is a list of persons who have experience with flexitime in a variety of different capacities. You should feel free to call on any of these persons for more information about their own involvement in flexitime systems.



Derrick Wong	Mayor's Office	558-5885
Frank Moss	Acting Dep. Director, DPW	558-3608
Cliff Jarrard	Engineer, DPW	558-2727
Joe Corollo	Engineer, DPW	558-3844
Arlene Sauser	Chief Adult Probation Officer	553-1687
Dennis Bouey	Business Manager, Local 21	863-4764
Peter Ross	Pres., Varitime Systems Corp.	942-5515
David Jones	Director, CALTRANS Project	642-5672

City and County of San Francisco

Department of Social Services

Edwin S. Sarsfield

General Manager

Masaya Kakebe

Assistant General Manager



5.75

November 28, 1980

Refer t Public Library
John Frantz
City Librarian

TO: Members of the Personnel Council

FROM: Julie K. Gibson

SUBJECT: Minutes of the Meeting of November 5, 1980

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1. Civil Service: Mary Smith provided an update on the clerical testing procedures. The written for 1424 is scheduled for December 6, 1980.
2. Mayor's Office: Flex-time - Sandra Lee, the intern who is working on flex time went over the hand-out that accompanied last month's minutes. She answered many questions, but many of us were still unable to see how flex time could work in our departments. At the meeting of December 3, Sandra will show a film which should answer some of our other questions.
3. There was some discussion about the impact of Proposition D which provides health insurance for temporary employees. Bill Dunn will give an update at the next meeting.

Next Meeting: December 3, 1980
9:00 a.m.
3rd Floor Commissioners' Room SF PL

Edwin S. Sarsfield
General ManagerMasaya Kakebe
Assistant General Manager

January 20, 1981

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TO: PERSONNEL COUNCIL

FROM: JULIE K. GIBSON *JG*

JAN 2 1981

SUBJECT: Minutes of the meeting of December 3, 1980

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Sandra Lee, Flextime Coordinator, gave a presentation on flextime. She said that there are several approaches, that flextime may be implemented in a work unit, in several units or throughout a department. Jonelle Jacobson, for the FIRM office enthusiastically described the experience of her clerical unit. It is a high production unit which needs eight to five coverage. Since the implementation of flextime, coverage has not been a problem and production and attendance have improved. Further, Jonelle said that she now spends very little time on the time-keeping aspect of her job. There were also some comments on D.P.W.'s experience. Again, the comments were highly favorable.

Please contact Sandra at 5885 if you are interested in more information. She is available to advise and/or help you plan flextime for any portion of your department.

NEXT MEETING: Wednesday, February 4, 1981 at 9:00 am.
Commissioner's Room, San Francisco Public Library

Agenda: Roberta McDonough, Director of Training
Updates 1. Management Performance Evaluation
2. Departmental Personnel Officer Training
3. Revision of Procedures Manual
4. Management Training

MINUTES OF THE PERSONNEL COUNCIL
March 4, 1981

Present: D. Murphy, Library; A. Walker, CSC; R. Hare, County Clerk; J. Hart, D. A.; M. Smith, CSC; K. Bunch, DSS; J. Haran, DSS; R. Auyang, SFUSD; D. Anderson, DPW; H. Blumberg, Police; M. Wiley, DPW; M. Owyang, DPW; P. Cowan, Fire; M. Immel, Rec. Park; E. Fong, SFCCD; R. Fazande, Moet; C. Whiteside, SFHA; I. Rozenbergs, City Planning

Civil Service Report--Mary Smith:

OA's: Reference was made to John Walsh's memorandum of January 12 and attached list of classes. OA's for these classes must be obtained from EEO, telephone 4497. If an examination has been announced, all non-civil service appointments must be made only for individuals who have filed and are in the exam process.

Probationary Periods: Civil Service Rule 16 governs and Appendix B lists those classes which require one year probationary periods. Mr. Walsh's memorandum of February 26, 1981, lists additional classes to be included.

Civil Service Rule 22 Leaves of Absences--Al Walker:

CSC Rule 22 is in effect and CSS Rule 23 is deleted as of February 25, 1981. Three meetings of explanation of the details of the Rule have been set for March 10 and 19 in the Commission Room of the Public Library, and March 26 in the Veterans Memorial Building. These meetings are for personnel and payroll employees who will be involved in the implementation of the Rule. Section 22.02 E covers Disability Leave and is quite complicated.

Nominating Committee: Bette Thomas

Nominations were: John Beckham, Chairperson; David Murphy, Assistant Chairperson; Doris Anderson, Secretary.

Nominations were approved.

Meeting adjourned at 10:30 a.m.

Next Meeting: Wednesday, April 1, 1981, 9:15 a.m., Third Floor Commission Room, San Francisco Public Library.

Agenda: Donald Dunn, Civil Service

- New Vacation Ordinance
- Salary Standardization update
- Layoff Rule 32
- Policy and Procedures for Review of Criminal Background

Roberta Fazande, Moet

--Ceta update

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MINUTES OF THE PERSONNEL COUNCIL
MEETING OF APRIL 1, 1981

PRESENT: D.Murphy-SFPL; K.Bunch-DSS; J.Turay-SFUSD; B.Thomas-SFIA; I.Rozenbergs-City Planning; J.Burke-Controller; C.Johnson-Controller; J.Hart-D.A.; R.Fazande-MOET; H.Blumberg-SFPD; M.Smith-CSC; M.Immel-R&P; W.Dunn-CSC; P.Cowan-SFPD; D.Anderson-DPW.

CIVIL SERVICE REPORT-BILL DUNN:

PLAN FOR MASTER FILE OF CIVIL SERVICE EMPLOYEES. In the near future, Civil Service Office will transmit a computer printout reflecting current position status and certain other items for each employee. Departments will be asked to supply missing information and return printout. A Master File will be established and kept current by Civil Service Offices. From the Master file, the computer will be able to sort data to any order, eliminating need for future departmental input into data gathering.

WCS APPOINTEES - TRANSITION TO LIMITED TENURE. City Attorney recently ruled that any employee hired on a Non-Civil Service basis who has been paid for 130 days is considered a Limited Tenure appointee, even though Limited Tenure Appointment papers are not yet validated.

NEW VERSION OF VACATION ORDINANCE. (COPIES DISTRIBUTED TO MEMBERS IN ATTENDANCE). This ordinance contains major changes in method of scheduling vacations and tracking vacation eligibility. Meet & confer sessions have already been accomplished and the revision is now before the Board of Supervisors. If passed, it will become effective 1/1/82.

It is a fact that departments had no input into the revision. It should be reviewed from an operational standpoint. Bill Dunn will be present at the next Council Meeting to hear anticipated problems.

SFSCS POLICY ON REVIEW OF CRIMINAL HISTORY RECORDS. Policy was distributed to all departments. An implementation memo is forthcoming. This Policy is now in effect. Additional copies are available in Rm. 153 - City Hall.

LAY OFF RULE. Bill Dunn is Civil Service representative to assist departments experiencing lay-offs.

Reference was made to recent distribution of change to Rule 32 regarding definition of seniority (so much as pertains to seniority acquired in Apprentice programs.)

CETA REPORT - Roberta Fazande: It is expected that 850 CETA participants will be laid off at end of fiscal year. Title IID participants currently in a training program and Title IID employees classified as full time 1402 Junior Clerk will remain, hopefully, until Sept. 30, 1981.

MOET continues a program to assist participants to find other employment. COPIES OF INFORMATION FURNISHED TO CETA EMPLOYEES PRIOR TO LAY OFF DISTRIBUTED TO MEMBERS IN ATTENDANCE.

NEXT MEETING - April 15, 1981, 9:15 a.m., 3rd Floor Commission Room, San Francisco Public Library.

AGENDA - Bill Dunn - Civil Service
New version of vacation ordinance

- Margaret Kisliuk - Mayor's Office
Senior Management Service

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MINUTES OF THE PERSONNEL COUNCIL
MEETING OF APRIL 15, 1981

PRESENT:

D.Mcguire-DPW; J.Turay-SFUCD; S.Kauffman-DSS; P.Cowan-SFFD; M.Immel-R&P;
R.Fazande-MOET; R.Hernandez-Ret.System; H.Blumberg-SFPD; E.Fong-SFGSD; W.Dunn-CSC;
J.Beckham-PUC; D.Murphy-SFPL; I.Rozenbergs-City Planning; J.Horan-DSS. D.Anderson-DPW.

AGENDA CHANGE

Senior Management Service report - deleted.

ANNOUNCEMENT:

Mary Smith is now with Department of Public Health. The Council expresses thanks to her for her work and contributions to the organization.

REPORTS

COMMITTEE FOR REVIEW OF NEW VERSION OF VACATION ORDINANCE:

Committee attended Board of Supervisor's I&P Meeting and was successful in having the matter put over until May 5, 1981.

Committee reports that the new version, if implemented as it stands, will

- Reduce employee benefits,
- impact unfavorably on career employees,
- contain unclear language,
- convert to accrual method too soon to allow an orderly transition.

At the next Personnel Council meeting, a written statement will be developed to present the Council concerns. Department personnel representatives are requested to attend to assist in establishing Council's position on this matter.

Attached to these Minutes is the Legislation that is now before the Board of Supervisor's I&P Committee.

Meeting adjourned - 11:05 a.m.

Next meeting - Wednesday, April 29, 1981, 9:15 a.m.

3rd Floor Commission Room
San Francisco Public Library

Agenda: - develop written statement as stated above.

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SF Civil Service

MINUTES OF THE PERSONNEL COUNCIL
MEETING OF APRIL 29, 1981 (SPECIAL MEETING)

PRESENT: J.Beckham-PUC; H.Blumberg-SFPD; S.Kauffman-DSS; I.Rozenbergs-City Planning; R.Fazande-MOET; K.Foster-Sheriff; V.Keller-Sheriff; M.Ramirez-Port; D.Murphy-SFPL; J.Turay-SFUSD; D.Anderson-DPW.

REPORT:

COMMITTEE FOR REVIEW OF NEW VERSION OF VACATION ORDINANCE

(Committee's written analysis was distributed to members present.)

Committee met with Civil Service and Employee Relations representatives to define the unacceptable provisions and to present the Council's recommendations as stated in the analysis.

If the language in the Ordinance is changed before it is presented to the L&P Committee, the Personnel Council will call a special meeting to give members and interested department representatives an opportunity to review the changes.

Committee will attend the Board of Supervisor's L&P Meeting May 5, 1981.

NEW BUSINESS:

REDUCED WORK SCHEDULE SURVEY - John Beckham

Per General Manager, Personnel's request, John Beckham is conducting an unofficial telephone survey to determine department viewpoints to a suggested voluntary 4-day work week (20% reduction in pay).

Partial survey results reflect a negative reaction.

PERSONNEL COUNCIL MEETINGS - -

CHANGE IN MEETING PLACE - future meetings will convene in the Lurie Room at the Main Branch of the San Francisco Public Library (1st floor).

CHANGE IN MEETING TIME - 8:45 a.m., 1st and 3rd Wednesdays of every month.

NOTE: Due to change in Library hours (Main doors now open at 10:00 a.m.) Council Members are requested to enter the building through the McAllister St. entrance. However, this door closes at 9:00 a.m. and remains secured. Late arrivals may enter through the parking lot on McAllister St., then use the freight elevator to the 1st. floor.

NEXT MEETING - Wednesday, May 6, 1981, 8:45 a.m., Lurie Room

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SF Civil Service
MINUTES OF THE PERSONNEL COUNCIL
MEETING OF MAY 6, 1981

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PRESENT: D.Murphy-SFPL; H.Blumberg-SFPD; J.Horan-DSS; S.Kauffman-DSS;
I.Rozenbergs-City Planning; J.Turay-SFUSD; V.Keller-Sheriff's;
R.Fazande-MOET; D.Anderson-DPW.

REPORT:

COMMITTEE FOR REVIEW OF NEW VERSION OF VACATION ORDINANCE:
Committee attended Board of Supervisor's L&P Meeting of 5/5/81.
New vacation ordinance was put over to June meeting.

PERSONNEL COUNCIL MEETINGS:

Future meetings will be convened in the Commission Room of the Public Library - 3rd floor, as usual. (1st and 3rd Wednesdays of every month.)

Meetings will commence at 9:15 a.m. However, the main doors of the Library will not be open until 10:00 a.m. Please enter the building thru the McAllister Street side entrance. The Security personnel will admit Personnel Council members at their request.

Meeting adjourned 10:15 a.m.

NEXT MEETING - Wednesday, May 20, 1981, 9:15 a.m.
Commission Room, 3rd Floor, Public Library - Main Branch.

- AGENDA:
- Limited Tenure appointments & procedures.
 - New version of vacation ordinance.
 - Recruitment.
 - Grievance Procedure.
 - Civil Service Reports.
 - Temporary requisition-81/82 changeover.

Public Library
Documents Division
Maggie Walsh

MINUTES OF PERSONNEL COUNCIL

DATE: May 20, 1981

TIME: 9:15 a.m.

PLACE: S.F. Public Library, Commission Meeting Room

PRESNT: M. Ramirez-SF Port; T. Poulas-GSC; P. Cowan-SFFD; I. Rozenbergs- City Planning; S. Kauffman-DSS; J. Horan-DSS; E. Fong-SFCCD; J. Hart-D.A.; W.L. Tong-PUC; J.D. Treanor-Human Rights; M. Noguchi-SFCCD; D. Murphy-SFPL; H. Blumberg-SFPD; R. Pazande-MOET; M. Immel-R&P; G. Dinelli-R&P; B. Thomas-SFIA; J. Beckham-FUC; D. Anderson-DPW.

REPORTS:

LIMITED TENURE APPOINTMENTS & PROCEDURES - TOM POULAS

Two Memoranda from Civil Service distributed to Council Members present.

- (1) dated 5/19/81 subject: Extension of Limited Tenure Appointments and Temporary Requisitions for FY 81-82,
- (2) dated 5/15/81 subject: Appointment Procedures commencing 6/1/81.

-Most current Limited Tenure appointments will be extended to 9/30/81.

-Departments are requested NOT to begin processing temporary renewal requisitions to be effective 7/1/81. New methods are being developed.

NEW VERSION OF VACATION ORDINANCE - COMMITTEE

Latest (final) draft distributed to Council Members present. Committee finds new version acceptable. Ordinance will be considered by Board of Supervisor's L&P Committee at June meeting.

RECRUITMENT - JOHN BECKHAM

In an effort to fill vacant positions, some departments resort to newspaper advertising. PUC has also installed a job information phone tape. Results obtained are satisfactory, but only temporary employment can be offered.

Slow examination and certification processes, and difficulty in obtaining OA's cause jobs to remain unfilled for extraordinary lengths of time.

GRIEVANCE PROCEDURE - JOHN BECKHAM

Only certain departments received recent correspondence pertaining to suggested procedural changes. As this matter affects the manner in which personnel business is conducted in all departments, the Council will schedule a Civil Service representative to present a report to members.

GENERAL INFORMATION

Departmental representatives should monitor the agenda of the Board of Supervisor's L&P Committee, and attend the meetings when an item appears to be of interest to personnel managers. (A recently calendared item is to review the function of the Civil Service Commission. As users of the Civil Service System, such an item may well invite involvement.)

MEETING ADJOURNED: 10:20 a.m.

NEXT MEETING: Wednesday, June 3, 1981
Third Floor Commission Meeting Room
San Francisco Public Library

AGENDA:

- Grievance Procedures
- Report on Bd of Supvrs L&P Committee Meeting

Public Library
Documents Division
Maggie Walsh

JUN 17 1981

MINUTES OF PERSONNEL COUNCIL

Date: June 3, 1981

Time: 9:15 a.m.

Place: Main Branch Public Library, Commission Meeting Room

Present: V.Keller-Sheriff's; A. Jew-Sheriff's; J.Horan-DSS; S.Kauffman-DSS;
G.Rothman-CSC; J.Turay-SFUSD; M.Smith-DPH:CO; R.Fazande-MOET; M.Ramirez-
Port; H.Blumberg-SFPD; M.Immel-R&P; M.Noguchi-SFCCD; B.Tong- PUC:UEB;
P.Cowan-SFPD; I.Rozenbergs-City Planning; J.Hart-D.A.'s; B.Thomas-SFIA;
W.Dunn-CSC; J.Ridout-CSC; D.Murphy-SFPL; J.Beckham-PUC; D.Anderson-DPW

REPORTS:CIVIL SERVICE - Geoff Rothman

Reported on recent trip to Washington, D.C. in reference to City's
agreement with Office of Revenue Sharing.

GENERAL INFORMATION:CORRESPONDENCE:

Departmental representatives experiencing difficulty in receiving
Civil Service distribution should contact Bill Dunn - CSC, ext. 5316.

LAYOFF

Notify Bill Dunn-CSC of reductions in force. Provide as much advance
notice as possible.

MEETING ADJOURNED: 10:45 a.m.

NEXT MEETING: Wednesday, June 17, 1981
Main Branch Public Library
Commission Meeting Room - 3rd Floor

Public Library
Documents Division
Maggie Walsh

JUL 14 1981

SAN FRANCISCO
PUBLIC LIBRARYMINUTES OF THE PERSONNEL COUNCIL

DATE: June 17, 1981

TIME: 9:15 a.m.

PLACE: Main Branch San Francisco Public Library
Commission Meeting Room - 3rd FloorPRESENT: J.Beckham-PUC; D.Murphy-SFPL; H.Blumberg-SFPD; R.Fazande-MOET;
P.Cowan-SFFD; W.Fong-PUC; W.Dunn-CSC; J.Ridout-CSC; J.Horan-DSS
M.Noguchi-SFCCD; I.Rozenbergs-City Planning, D.Anderson-DPW.PROPOSED CHARTER AMENDMENTS

A Committee was formed to represent the Council in regard to the issues.
Committee consists of Helen Blumberg, Jerry Turay, Mori Noguchi.

AGENCY SHOP FOR CITY EMPLOYEES - Report by John Beckham

State A.B. 1721 re collective bargaining rights and agency shop for employees appeared as an item on the Board of Supervisor's Calendar 6/12/81 (Item 38 File No. 1281-39), and was passed.

This Bill allows an agency shop for public employees. (A Council member stated that the Bill will impact City employees, even though San Francisco is a Charter City.)

Recourse at this point in time would be for departmental representatives opposed to an agency shop to write to the Clerk of the Board requesting the Board of Supervisors to rescind their action. (Ask the Clerk to distribute a copy of the letter to all members of the Board of Supervisors.)

DISADVANTAGED LIMITED TENURE EMPLOYEES - Jerry Turay

LT's remain at one rate of pay, with no opportunity to advance through the increment steps. As a result, excessive turnover and morale problems occur.

Council members agree philosophically, however other considerations make Limited Tenure appointments advantageous from a manager's standpoint.

Turay will draft a written, point-by-point outline of existing problems for Council discussion and review.

Meeting adjourned 10:20 a.m.

Next meeting: Wednesday, July 15, 1981, 9:15 a.m., Third Floor Commission Room, Main Branch San Francisco Public Library

Agenda: —Report from Charter Amendment Committee.
—Guest Speaker - Dr. Fisher, Physician in charge
Employee Health Service (SFGH)
Subject: Personnel procedures

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Margie Walsh

MINUTES OF THE PERSONNEL COUNCIL MEETING

DATE: 7/15/81

TIME: 9:15 a.m.

PLACE: Main Branch San Francisco Public Library
Commission Meeting Room - 3rd Floor

PRESENT: D.McGuire-DPW; M.Ramirez-Port; W.Dunn-CSC; A.Walker-CSC; H.Blumberg-SFPD;
P.Cowan-SFPD; J.Horan-DSS; S.Kauffman-DSS; V.Keller-Sheriff's; Bill Tong-PUC;UEB;
M.Noguchi-SFCCD; R.Fazande-MOET; M.Immel-R&P; R.Hernandez-Ret.Sys.; D.Murphy-SFPL;
J.Beckham-DPH; Dr.J.Fisher-DPH; I.Rozenbergs-City Planning; D.Anderson-DPW.

ANNOUNCEMENT - Change in meeting time: Future Personnel Council Meetings will
commence at 10:00 a.m.

REPORT - Charter Amendment Committee - H. Blumberg: Proposed Charter Amendments
open for review at the Civil Service Commission meeting July 6, 1981 were
either disapproved or removed.

GUEST SPEAKER - Dr. June Fisher, Director of Center for Municipal Occupational
Safety & Health.

Personnel Council members were treated to a most enthusiastic, enlightening
presentation of the procedures, concepts, and future considerations of the
Center. Special emphasis was placed on pre-employment physical examination
methods, and occupational safety matters. Many points were brought forth
that will enable Personnel Managers to assist Dr. Fisher in her stated effort
to place a healthy employee on a safe job from date of hire to date of
separation.

- Note that:
- The Center's medical records are confidential. Departments do not have access to records for any reason.
 - If the Center is given enough lead time, appointments can be blocked for special groups
 - If employee is non-english speaking, notify the Center ahead of time so an interpreter can be provided.
 - Departments should advise employees scheduled for physical exams:
 - Exam takes about 2 hours.
 - Parking is a problem.
 - Punctuality is mandatory.
 - If unable to keep appointment, notify department for cancellation and rescheduling.
 - Majority of physical examinations requested by departments under provisions of C/S Rule 22 turn out to be personnel problems rather than medical problems which interfere with job performance.

Dr. Fisher invites personnel managers to visit her unit and view the procedures.

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Meeting adjourned 10:50 a.m.

Next meeting: Wednesday, August 5, 1981, Main Branch San Francisco
Public Library - 3rd Floor Commission Room
10:00 A.M.

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Documents Division
Maggie Walsh

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MINUTES OF PERSONNEL COUNCIL MEETING

DATE: 8/5/81

TIME: 10:00 a.m.

PLACE: Main Branch San Francisco Public Library
Commission Meeting Room - 3rd Floor

PRESENT: Bill Tong-PUC:UEB; Marsha Ramirez-SF Port; Max Immel-Rec & Park;
Sarah Kauffman-DSS; J. Horan-DSS; Roberta Fazande-MOET;
Mary Smith-DPH; Ilze Rozenbergs-City Planning; Bill Dunn-CSC;
Dave Murphy-SFPL; Mori Noguchi-SFCGD; Pat Cowan-SFFD; D. Anderson.

CIVIL SERVICE REPORT - Bill Dunn

Bill gave a talk on matters of current interest to members present.

Meeting adjourned 11:10 a.m.

Next meeting: Wednesday, August 19, 1981, Main Branch San Francisco
Public Library - 3rd Floor Commission Room.
10:00 a.m.

AGENDA:
- James L. Lazarus, Deputy City Attorney
Guest speaker - subject: City wide MOU & related matters

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MINUTES OF PERSONNEL COUNCIL MEETING

DATE: 8/19/81
TIME: 10:00 a.m.
PLACE: Main Branch San Francisco Public Library
Commission Meeting Room - 3rd Floor

DOCUMENTS & INFO

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PRESENT: D.Murphy-SFPL; P.Cowan-SFFD; M.Immel-R&P; J.Nelson-DSS;
B.Whitney-Fine Arts; C.P.Barrett-CSC; I.Rozenbergs-City Planning;
C.Olsen-County Clerk; J.Turay-SFUSD; B.Tong-PUC; J.Lazarus-ERD;
D.Anderson-DPW.

CIVIL SERVICE REPORT - Pat Barrett

=Next Civil Service Commission Meeting will be held September
14, 1981, Main Branch Public Library, 1st Floor Lurie Room.

-7/6/81 edition of Index to Civil Service Rules was distributed to
Council members present.

GUEST SPEAKER - Mr. James Lazarus, Deputy City Attorney, Employee
Relations Division

MEMORANDUMS OF UNDERSTANDING: Mr. Lazarus reviewed the Agreements
reached as a result of meet & confer for FY 81-82. (A written
summary was sent out by his office 5/11/81, by Memo addressed to
Department Heads.) All cost-increase items are incorporated into
the 81-82 Salary Standardization Ordinance. Copies of MOU's are
available at the office of the Employee Relations Division.

DEPARTMENT-UNION NEGOTIATIONS: Regarding those matters within
the discretion of the departments to negotiate — Mr. Lazarus
or Mr. Mares will be available to participate in such negotiations.

STATE DISABILITY INSURANCE: SDI will cover ALL employees in classi-
fic ations represented by bargaining units who have successfully
negotiated this benefit. The Payroll/Personnel Development
Office will implement the SDI systems.

UNION DUES DEDUCTIONS: A Memo from the ERD Office dated 8/17/81
regarding this new provision was distributed to Council members
present.

ANNOUNCEMENT - At the Personnel Council Meeting of 9/16/81, Mr. Tom
Poulas will present to the members the plan for implementing the new
version of the Vacation Ordinance.

Meeting adjourned 11:30 a.m.

Next Meeting - Wednesday, September 2, 1981, Main Branch San Francisco
Public Library - 3rd Floor Commission Room - 10:00 A.M.

AGENDA: Guest Speaker - Sylvie Jacobson, Affirmative Action Coordinator.
Subject: Non-Civil Service Appointments and OA's

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MINUTES OF PERSONNEL COUNCIL MEETING

DATE: 9/2/81
TIME: 10:00 a.m.
PLACE: Main Branch San Francisco Public Library
Commission Meeting Room - 3rd Floor

PRESENT: Sylvie Jacobson-CSC; David Murphy-SFPL; William J. Dunn-CSC; Jerry Turay-SFUSD; R. Hernandez-Retirement; Ilze Rozenbergs-City Planning; Pat MacLachlan-DPH/SFGH; Mori Noguchi-SFCCD; Bill Tong-PUC:UEB; Shirley Gee-PUC:UEB; Jack Ridout-CSC; Pat Cowan-SFFD; Sarah Kauffman-DSS; Jim Moran-DSS; Kevin Foster-Sheriff's; Veronica Keller-Sheriff's; D.Anderson-DPW.

GUEST SPEAKER - Sylvie Jacobson, Affirmative Action Coordinator
Subject: Non Civil Service Appointments and OA's

Ms. Jacobson expressed precisely and in detail the specifics a department must be prepared to address prior to requesting an OA number for NCS appointment. She described the function of the EEO unit in assisting departments to meet their affirmative action goals. Emphasis was placed on the fact that departments must establish recruitment and selection practices that will justify the selection of the appointee; provide documentation; and that will enable the EEO Unit to issue the OA number in an expeditious manner.

(Ms. Jacobson cautioned against giving a firm offer of employment to a prospective NCS appointee until the OA number has been issued. Denials of OA numbers and cancellation of issued OA numbers are occurring when departmental recruitment and selection policies are unsatisfactory or not in compliance with the EEO Unit's directions.)

In response to member's questions, Ms. Jacobson described other official functions of the EEO Unit - i.e. discrimination complaints, hiring the handicapped.

Meeting adjourned 11:30 a.m.

Next Meeting-10:00 a.m., Wednesday, September 16, 1981
Main Branch San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA: Guest Speaker - Tom Poulas, Director, Personnel & Staff Development
Controller's Payroll/Personnel Development Office
SUBJECT: Implementation procedures-new version of the Vacation Ordinance

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MINUTES OF PERSONNEL COUNCIL MEETING

DATE: 9/16/81

TIME: 10:00 a.m.

PLACE: Main Branch San Francisco Public Library
S.F. History Room - 3rd Floor

PRESENT: V.Keller-Sheriff's; A.Jew-Sheriff's; H.Blumberg-SFPD; R.Fazande-MOET; K.Bunch-DSS; M.Ramirez-Port; D.Murphy-SFPL; T.Poulas-P/R; W.Dunn-CSC; R.Auyang-SFUSD; P.MacLachlan-DPH/SFGH/C-MOSH; J.Pallari-SFUSD; C Sue-SFUSD; V.Molinari-SFUSD; W.Yeung-SFUSD; E.Fong-SFCCD; M.Noguchi-SFCCD; J.Horan-DSS; B.Tong-PUC/UEB; S.Gee-PUC/UEB; P.Cowan-SFPD; E.Boparai-Real Estate; I.Rozenbergs-City Planning; C.Tseu-Adult Prob.; S.Toy-War.Memorial; J.Pascua-Pub.Defender; D.McGuire-Contr; C.Olsen-County Clerk; J.Hart-D.A's; D.Anderson-DPW; D.Salac-Adult Prob.

GUEST SPEAKER- Thomas Poulas-Payroll/Personnel Development Office

NEW VACATION ORDINANCE:

- Provisions of new Ordinance will be operational 1/2/82.
- Ordinance will be fully implemented 1/1/83.
- On 1/1/82, all current employees will receive vacation award as in years past (no change).
- On 1/2/82, tracking paid service for all employees will commence.(Paid service x appropriate hourly rate will determine the vacation award on 1/1/83.)
- On 1/1/83, vacation award will be calculated on paid service during 1982, including overtime hours worked, to a maximum of 2080 hours.
- Judy Johnson of Controller's EDP is conducting a Systems study. When the study is completed, implementation instructions will be issued to departments.
- Mr. Poulas will return to the Personnel Council at a later date with a more precise methodology.
- The smallest unit for vacation use will be one (1) hour.
- The requirement that all employees must use five consecutive days vacation each year is no longer valid.

PERSONNEL COUNCIL TASK FORCE

Helen Blumberg, Marsha Ramirez, and Dave Murphy agreed to to be Task Force members representing the Personnel Council to assist Mr. Poulas in development of an informational system; and in operational problems.

SALARY STANDARDIZATION- FY 82-83

Suggestions, requests for revision or other changes regarding Salary Standardization 1982-83 should be made in writing on forms provided by the Civil Service Commission and submitted to the Salary Standardization Division before 11/2/81.

Meeting adjourned 11:10 a.m.

Next meeting - 10:00 a.m., Wednesday, October 7, 1981
Main Branch San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA: -Task Force Report - Helen Blumberg
 -Guest Speaker - David Spence - Civil Service
 Subject: Disability Transfers and Federal Law.

Public Library
Documents Division
Hartle Walsh

OCT 26 1981

San Francisco
PUBLIC LIBRARYMINUTES OF PERSONNEL COUNCIL MEETING

Date: 10/7/81

Time: 10:00 a.m.

Place: Main Branch San Francisco Public Library
S.F. History Room - 3rd Floor

PRESENT: D. Murphy-SFPL; W. Dunn-CSC; C. Suez-CSC;
P. Fazande-MCET; I. Rozenbergs; W. Iascua-Public Defender;
D. Salac-Adult Probation; S. Tay-War Memorial; C. Tseu-
Adult Probation; G. Fedeli-PUC; M. Smith-DPH; B. Tong-
UEB; J. Ridout-CSC; E. Bopari-Real Estate; M. Panning-
Port; J. Horan-DSS; J. Turay-SFUSD.

GUEST SPEAKER-David Smith-Employment of the handicapped
DISCRIMINATORY COMPLAINTS:

-EEO of Civil Service (Room 151 telephone 558-4497)
handles such complaints on an informal basis. They counsel
and encourage the employee and the department to arrive at
a solution.

-The employee may file a formal complaint with the Civil
Service Commission. The rules set a panel of 3; one member
from each of the following agencies: Civil Service, Human
Rights, and the Mayor's Office. The members are David
Smith or C. Suez for Civil Service, Grant Hickins or Frank
Anderson for Human Rights, and Betty Cuimares for the Mayor's
Office. A complete investigation is conducted covering some
25 points. The report is filed with the panel and a hearing
is given for the employee. A written decision is given.
An appeal may be made to the full Civil Service Commission.
The employee still may appeal after this to the FEPC
in the State or to a Federal agency.

-Ms. Wilma Johnson in EEO presently handles such investigations
and you will find her most helpful.

-City employees are given physical examinations which may
result in a report that the individual is employable but
handicapped. If this occurs, the job should be reviewed
to see if it could be restructured to accommodate the
individual's handicap. David Smith will work with the
departments in such cases. Federal law requires that the
employer make a "good faith effort" to do this.

-When the department has proof that a handicap exists, a
medical examination may be required with the possibility
of job restructuring or a disability transfer. Again, the
intention is that the employer must make a "good faith
effort" to accommodate the handicapped individual.

PAYROLL/PERSONNEL TASK FORCE REPORT--Ms. Marsha Ramirez

-She reported that the committee had met with Mr. Foulas
to explore what items were "necessary" to get an employee
paid and what other items Departmental Personnel Officers
would like from a fully computerized Payroll/Personnel system.

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These are divided into data, action, and reports. Further update reports will be made as the study progresses. Member input is requested.

Next meeting - 10:00 a.m., Wednesday October 21, 1981
Main Branch San Francisco Public Library
Commission Meeting Room - 3rd Floor

1. The first part of the report is a general
description of the project and its objectives.
2. The second part is a detailed description of
the methods used in the study.
3. The third part is a description of the results
of the study.
4. The fourth part is a discussion of the results
and their implications.

OCT 22 1981

Public Library
Documents Division

MINUTES OF PERSONNEL COUNCIL MEETING

DATE: 10/21/81
TIME: 10:00 a.m.
PLACE: Main Branch San Francisco Public Library
Commission Meeting Room - 3rd Floor

PRESENT: D.Murphy-SFPL; H.Blumberg-SFPD; R.Fazande-MOET; I.Rozenbergs-City Planning; J.Turay-SFUSD; J.Horan-DSS; P.Cowan-SFPD; D.Anderson-DPW.

PAYROLL/PERSONNEL TASK FORCE REPORT - Helen Blumberg:

-She stated that the Committee has developed the following list of items that are essential to prepare a timeroll:

Vital Data for Preparing a Timeroll

Name
ID # (Social Security-Employee)
Class number
Requisition and OA (if needed) number
Bilingual entitlement
Civil Service Status
PCS, TCS, LT, NCS, entrance or promotion
Premium pay for specific classes
Work week hours
Normal, exception thereto, less than 40 hrs.
Deductions
Fixed dues, Health Service, Retirement rate,
tax codes, deferred comp., bonds
Rate of pay - B/W, hourly
Starting rate
Increment rates and dates
Anniversary date
Vacation and sick pay entitlement
Labor code
Attendance status
Workmen's comp., suspension, AWOL, vacation,
leave wop, sick pay, sick leave
Work status
Overtime and rate, holiday, (for PD: like work/
like pay), compensatory time
Start work date
Separation date

For PD

Meritorious award

Ms. Blumberg reminded that the Committee is speaking for all personnel representatives. Please consider if there are any omitted items, or items peculiar to a particular department's timerolls that should be included in the computer data bank. Personnel Data, Personnel Actions, and Personnel Reports will also be studied.

DOCUMENTS

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PUBLIC LIBRARY

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Documents Division

CE575
11/11/81
SF Civil Service
MINUTES OF PERSONNEL COUNCIL MEETING

DATE: 11/4/81
TIME: 10:00 a.m.
PLACE: Main Branch San Francisco Public Library
Commission Meeting Room - 3rd Floor

PRESENT:

D.Murphy-SFPL; W.Dunn-CSC; N.Gill-CSC; M.Ramirez-SFPort; J.Turay-SFUSD;
J.Horan-DSS; R.Kellar-PUC; S.Tay-War Memorial; B.Gerstle-SFPD; R.Fazande-MOET;
B.Tong-PUC/UEB; D.Treanor-Human Rights; P.Cowan-SFPD; K.Robertson-Adult Prob.;
I.Rozenbergs-City Planning; R.Asunsolo-CSC; S.Jacobson-CSC; H.Blumberg-SFPD;
D.Anderson-DPW.

NOMINATING COMMITTEE REPORT - H.Blumberg

Nominations: Chairperson Marsha Ramirez - SF Port
Co-Chairperson Jim Horan - Social Services
Secretary Ilze Rosenbergs - City Planning
Alternate Secretary- Pat Cowan - SF Fire Dept.

Nominations were seconded and approved.

CIVIL SERVICE REPORT - Bill Dunn

- Norma Gill was introduced. Ms. Gill has been appointed Senior Certification Clerk of the Civil Service Commission Office. She replaces Anna Moy who has accepted a position in another department.

- In response to the item in the Personnel Council Minutes of 10/21/81 regarding short notice to departments regarding Rule Changes, Bill stated Al Walker assures the Council that distribution of Civil Service correspondence is accomplished in a timely manner. Bill cited the Civil Service Memo of 8/26/81 pertaining to distribution that states all inter-office mail from Civil Service will be routed to the departments through the Purchaser's Office, Rm. 270, City Hall. Departments are advised to insure that their messengers pick-up from the Purchasing Dept. often enough to safeguard the system.

- The following two documents were distributed to members present:

-Civil Service Letter dated 10/23/81, Subject:
Proposed amendments to Appendix B of the Civil Service
Commission Rules to require a one-year probationary
period for certain classifications.

-Civil Service Memorandum dated 11/2/81, Subject:
Freezing of Non-Civil Service Appointments for
Classifications 1815, 1822, 1823, 1824, 1825.

GUEST SPEAKER - Sylvie Jacobson, Affirmative Action Coordinator, CSC

- AFFIRMATIVE ACTION PLANS:

The Mayor is committed to affirmative action. SF is a target county of the present administration in Washington DC and stands to lose 25 million dollars if failure to comply with the ORS Agreement occurs.

SF Systems have been discriminatory in the past and a "catch-up" job is now going on. Whites are continuing to be the highest number of OA's on each monthly report. Mid-management positions are severely under-represented for minorities.

Departments have a commitment to their own affirmative action plans.

The Civil Service ORS Coordinator is still refining the significant classes for next year.

- RECRUITMENT

If an examination is in progress and applications are on file, candidate pools must be developed from among applicants. (Sylvie suggests selecting under-represented applicants to interview).

If no applications are on file, departments may develop their own applicant pools, or may request referrals from the EEO Unit. Consider contacting outside organizations that may be a source of candidates - i.e. professional organizations.

Clerical classes (Clerk Steno's in particular) present a real recruitment problem. Susan Chapman of C/S staff receives applications for continuous-testing clerical classes and can supply departments with applicants for their candidate pool.

Sylvie introduced Rudy Asunsolo. He is performing an outreach function for the EEO Unit and will be able to assist departments in developing a candidate pool.

- SELECTION

To meet their goals, departments must resolve their own internal conflicts regarding recruitment and selection of candidates.

Departments must consider (1) best qualified, and (2) City-wide goals.

Often there is a narrow margin between qualified candidates. Candidates from under-represented groups may be almost as well qualified as the top candidate.

If the EEO Unit disagrees with the department's selection, Sylvie will review the documentation data. If, based on uniform standards, agreement regarding the appropriate selection cannot be reached, Sylvie will prepare a staff report recommending denial of the OA, and the matter will be referred to the Civil Service Commissioners to resolve.

When an OA is requested, the EEO Unit will check out the status of the requisition, examinations in progress, and the "Social Register."

The EEO Unit may authorize a limited-time OA while the selection process is continuing.

Sylvie encourages members of the Personnel Council to use the services of the EEO Unit. Her staff is there to assist departments in meeting their goals. (If a particularly sensitive or delicate problem arises, contact Sylvie directly).

PAYROLL/PERSONNEL TASK FORCE REPORT - Helen Blumberg

- Add to the list of essential data required for preparing a timeroll:
 - For SFFD - Meritorious award.
 - Temporary Appointments (Appointee holds permanent status in another classification.)
- Task Force Chairperson will meet with Tom Poulas Friday, 11/6/81. She will advise the Council the results of the meeting.

CIVIL SERVICE COMMISSION CALENDARS - Dave Murphy

Dave discussed with Al Walker the issue of the length of time certain calendar items take to be heard. Personnel representatives would like to be able to more closely schedule their arrival at Commission meetings to avoid spending an undue amount of time waiting for a specific item to be called. Al stated that upon request, he will attempt to estimate which items may be prolonged. He will do what he can to assist departments. The Agenda is closed on Thursdays and printed and mailed on Fridays before the Monday Commission meetings.

Meeting adjourned 11:20 a.m.

Next meeting: 10:00 a.m. Wednesday, November 18, 1981
Main Branch San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA: Payroll/Personnel Task Force Report

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MINUTES OF PERSONNEL COUNCIL MEETING

DATE: 11/18/81

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

PRESENT: J. Horan-DSS; D. Anderson-DPW; W. Dunn-CSC; H. Blumberg-SFPD; S. Toy-War Memorial; D. Murphy-SFPL; J. Ridout-CSC; R. Fazande-MOET; I. Rozenbergs-CPD.

Department of Social Services anticipates a lay-off of a large number of people due to cutback of funds. The Council discussed possible effects of these lay-offs on other Departments.

PAYROLL/PERSONNEL TASK FORCE REPORT - Helen Blumberg

Ms. Blumberg reported that significant dates regarding Payroll and Personnel have been narrowed down to:

- Certification date
- Start Work date
- Anniversary date
(Sick leave, vacation, retirement, seniority date for lay-off, promotive exam credit)
- Increment date
- Probation date
- Separation date
(Lay-off -- hold over, resignation, retirement)
- Sick Pay Vested date
- Performance Evaluation date
- NSC to LT date

Ms. Blumberg pointed out the importance of precise language regarding definitions.

The Task Force invited input and assistance from Council members in construing various categories.

Meeting adjourned 11:30 a.m.

Next meeting: 10:00 a.m., Wednesday, December 2, 1981
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA: -Guest Speaker - James L. Lazarus, Deputy City Attorney
Subject: Agency Shop Provision
-Payroll/Personnel Task Force Update

MINUTES OF PERSONNEL COUNCIL MEETING

DATE: 12/2/81

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

PRESENT: M. Ramirez-Port; R. Hernandez-Retirement; J. Turay-SFUSD;
J. Horan-DSS; J. Lazarus-ERD; V. Keller-Sheriff's; K. Foster-Sheriff's;
R. Fazande-MOET; D. Anderson-DPW; M. Noguchi-SFCCD; J. Ridout-CSC;
S. Tay-War Memorial; H. Blumberg-Police; I. Rozenbergs-DCP.

GUEST SPEAKER: James Lazarus, Board of Supervisors, Employee
Relations Division

AGENCY SHOP

SEIU negotiated an Agreement with the Board of Supervisors, by which the Board agreed to implement Agency Shop if the State Legislature passes the law allowing it.

The Agency Shop provision can be reflected by 51% of employees in a bargaining unit voting against it. If 30% of employees in a bargaining unit request an election, then it must be held. So far, about 4,000 signatures against Agency Shop have been submitted, and an election will probably occur in January 1982.

The Agency Shop provision will presumably take effect the last pay period in January 1982 or beginning February.

It is anticipated that many Unions will request Agency Shop provisions in the spring or summer.

DSS LAY-OFF UPDATE: Jim Horan

A proposed amendment to the lay-off rule is before the Civil Service Commission which would allow lay-offs out of the order of inverse seniority upon an employee's request.

Meeting adjourned 11:20 a.m.

Next meeting: 10:00 a.m., Wednesday, December 16, 1981
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA: Guest Speaker - Jean Pral, Civil Service Commission
Subject: Senior Management Service



November 25, 1981

Richard D. Klapp
Commanding Officer
Personnel and Training
Hall of Justice
850 Bryant Street
San Francisco, CA 94103

RE: PERS/HB

Dear Captain Klapp:

This is in response to your request for clarification of a proposed change in Civil Service Commission Rule 22 authorizing the supplementation of State Disability Insurance (SDI) with Sick Leave With Pay Credits.

The change finally adopted by the Commission was follows:

F. USE OF SICK LEAVE WITH PAY CREDITS TO SUPPLEMENT STATE
DISABILITY INSURANCE.

- 1) SICK LEAVE WITH PAY CREDITS SHALL BE USED TO SUPPLEMENT STATE DISABILITY INSURANCE (SDI) AT THE MINIMUM RATE IN UNITS OF ONE (1) HOUR.
- 2) SDI PAYMENTS TO AN EMPLOYEE WHO QUALIFIES AND WHO HAS ACCUMULATED AND IS ELIGIBLE TO USE SICK LEAVE WITH PAY CREDITS SHALL BE SUPPLEMENTED WITH SICK LEAVE WITH PAY CREDITS SO THAT THE TOTAL OF SDI AND SICK LEAVE WITH PAY CALCULATED IN UNITS OF ONE-HOUR PROVIDES UP TO BUT DOES NOT EXCEED THE REGULAR GROSS SALARY THE EMPLOYEE WOULD HAVE RECEIVED FOR THE NORMAL WORK SCHEDULE EXCLUDING OVERTIME.
- 3) AN EMPLOYEE WHO WISHES NOT TO SUPPLEMENT OR WHO WISHES TO SUPPLEMENT WITH COMPENSATORY TIME OFF OR VACATION MUST SUBMIT A WRITTEN REQUEST ON A FORM PRESCRIBED BY THE GENERAL MANAGER, PERSONNEL TO THE APPOINTING OFFICER OR DESIGNEE WITHIN SEVEN (7) CALENDAR DAYS FOLLOWING THE FIRST DATE OF ABSENCE.
- 4) EMPLOYEES WHO ARE SUPPLEMENTING SDI EARN SICK LEAVE WITH PAY CREDITS AT THE NORMAL RATE ONLY FOR THOSE HOURS OF SICK LEAVE WITH PAY CREDITS USED.

As you can see the proposal was modified to clearly indicate that an employee can supplement SDI with Sick Leave With Pay Credits to approximate but not to exceed the regular salary. It is possible for an employee to be as much as fifty-nine (59) minutes short in the amount of Sick Leave received. However, the employee will net more in that SDI is not taxable.

On the advice and recommendation of the Payroll and Personnel Project of the Controller's Office, supplementation of SDI with Sick Leave With Pay Credits is mandated by the new Rule rather than elective. An employee can, however, elect not to supplement or to supplement with either compensatory time off or vacation time within a prescribed period of time.

I hope that this provides the clarification sought.

Very truly yours,

CIVIL SERVICE COMMISSION

A handwritten signature in dark ink, appearing to read "Albert C. Walker". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Albert C. Walker
Assistant Secretary

ACW:vl

175
8th Civil Service
21
MINUTES OF PERSONNEL COUNCIL MEETING

DATE: 12/16/81

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

PRESENT: M. Ramirez-Port Commission; D. Murphy-Library; W. Dunn-CSC;
H. Blumberg-Police; E. Boparai-Real Estate; M. Noguchi-SFCCD;
D. Anderson-DPW; R. Fazande-MOET; J. Turay-SFUSD; K. Foster-Sheriff

- The Council discussed proposed changes in the Lay-off rule, which would permit a more senior employee at his/her option to be laid off in lieu of a more junior employee.

Members of the Council concurred that the idea is commendable, but that it might be a serious problem from the point of view of implementation.

Mr. Murphy expressed concern that under the proposed rule, it becomes incumbent on the Appointing/Personnel Officer to get a signed statement from all employees, who might be affected by a lay-off, that they have been notified in advance. Obtaining such documentation might be time consuming and counterproductive.

Ms. Ramirez proposed a possible solution, namely, to make it incumbent on the employee who elects to be laid off, to notify the Department's Personnel Office of his/her preference.

- Bill Dunn discussed the need for a revision of the current Employee Separation form. A revision, which will consolidate several forms, is in progress.

Meeting adjourned 11:30 a.m.

Next meeting: 10:00 a.m., Wednesday, January 6, 1982
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA: - Guest Speaker - Darrell McGuire
Subject: Procedures for Supplementing S.D.I.

DOCUMENTS UNIT

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SF Civil Service DOCUMENTS DEPT.
MINUTES OF PERSONNEL COUNCIL MEETING

DATE: January 6, 1982

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

PRESENT: E. Gerstle-Port Commission; J. Turay-SFUSD; V. Keller-Sheriff's; D. Anderson-DPW; M. Owyang-DPW; D. Chan-SFUSD; C. Breen-SFUSD; J. Hart-DA; M. Solano-DA; J. Spandau-Controller's; R. Pazande-MOET; D. Sadorra-MOET; E. Boparai-Real Estate; M. Ramirez-Port Commission; I. Rozenbergs-DCP.

GUEST SPEAKER: Daryl McGuire, Payroll Distribution, Controller

PROCEDURES FOR SUPPLEMENTING STATE DISABILITY INSURANCE:

A memorandum will be distributed this month with instructions and information in regard to supplementing State Disability Insurance with sick pay, vacation pay, or compensatory time. Also included will be a new schedule of benefits and contributions which were increased on January 1, 1982.

The Controller's Office will coordinate the benefits to supplement State Disability Insurance between the State Disability Insurance Agency and the Departments, and Central Control Unit will assist Departmental Payroll personnel to determine the amounts of the supplement.

All notices of benefits to be paid by State Disability Insurance will be sent by the State to the Controller's Office. Employees will have the responsibility of applying for benefits and/or any information regarding State Disability Insurance in the County Office in which they live.

Training sessions for Payroll clerks on procedures for supplementing State Disability Insurance will be held during January 1982.

SELECTION AND HIRING PROCEDURE FOR NCS AND LT APPOINTMENTS:

Doris Anderson

Ms. Anderson of the Department of Public Works reports that as a result of an employment discrimination complaint brought against the Department of Public Works, the City Attorney has issued a letter stating that the Department is not required to establish a recruitment and selection plan for Non-Civil Service and LT appointments, as recommended by the Civil Service Hearing Panel.

Meeting adjourned 11:30 a.m.

Next meeting: 10:00 a.m., Wednesday, January 20, 1982
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA: Open discussion

- (1) Management's position with respect to Agency Shop.
- (2) Update on Department of Social Services lay-offs.
- (3) Management salary compaction problem.



George Agnost,
City Attorney

December 21, 1981

RECEIVED
1981 DEC 21 PM 1:50
DEPT. PUBLIC WORKS
DIRECTOR'S OFFICE

Jeffrey Lee
Director of Public Works
and Cleanwater Program
Room 260, City Hall
San Francisco, CA 94102

Re: Discrimination Complaint of
Rafael Ramirez

Dear Mr. Lee:

The Civil Service Hearing Panel heard a complaint of employment discrimination brought by Mr. Rafael Ramirez, a Class 5208 Civil Engineer, against your department. The complaint and hearing procedure was under the provisions of Rule 1.03 of the Civil Service Rules.

The complainant alleged that Mr. Ramirez was denied promotional opportunities to non-civil service appointments in Class 5210, Civil Engineer, and 5214, Building Plans Engineer. He claimed that he was discriminated against on the basis of age and race. The Hearing Panel found against the complainant on both grounds (see paragraph A of Panel Memorandum dated July 17, 1981). However, the Panel made certain recommendations with respect to recruitment and selection of non-civil service and limited tenure appointments; and it required your department to submit such plan to the Civil Service Equal Employment Opportunity Unit for approval (see Paragraph B of Panel Memorandum of July 17, 1981).

You have inquired whether the Department of Public Works must follow the recommendations of the Hearing Panel.

The jurisdiction of the Hearing Panel in determining complaints of discrimination is provided in Section 1.03-F.5 of the Civil Service Rules as follows:

"The sole purpose of complaints, informal resolution proceedings, investigations, hearings, and appeals under this Rule is to determine whether the complainant has been discriminated against in violation of these Rules and to provide a remedy for complainant where appropriate."

CITY AND COUNTY OF SAN FRANCISCO

GEORGE AGNOST
CITY ATTORNEY
CITY HALL

Jeffrey Lee

2

December 21, 1981

The Panel has decided in this case that the Department of Public Works has not discriminated against the individual complainant but the Panel has recommended certain affirmative action procedures for non-civil service and limited tenure appointments. The recommendations, in my opinion, are not binding on your department because they are in excess of the Panel's jurisdiction. The Panel has jurisdiction to provide a remedy only when it finds that a complainant has been discriminated against. Since the Panel has found in favor of the Department of Public Works and against the individual complainant, it cannot provide the remedy set forth in paragraph B of its decision.

It is therefore my opinion that the Hearing Panel has acted in excess of its jurisdiction in this matter by requiring your Department to establish a recruitment and selection plan for non-civil service and limited tenure appointments.

Very truly yours,

GEORGE AGNOST
City Attorney

Michael C. Killelea

Michael C. Killelea
Deputy City Attorney

MCK:css

cc: John J. Walsh
General Manager, Personnel
Civil Service Commission
151 City Hall
San Francisco, CA 94102

Albert C. Walker
Assistant Secretary
Civil Service Commission
151 City Hall
San Francisco, CA 94102

Ms. Sylvie Jacobson
Civil Service Commission EEO Unit
151 City Hall
San Francisco, CA 94102

MINUTES OF PERSONNEL COUNCIL MEETING

DATE: January 20, 1982

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

DOCUMENTS DEPT.

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SAN FRANCISCO
PUBLIC LIBRARY

PRESENT: M. Ramirez-Port Commission; J. Horan-DSS; D. Murphy-Library; C. Suez-CSC; R. Fazande-MOET; D. Anderson-DPW; E. Boparai-Real Estate; W. Dunn-CSC; I. Rozenbergs-DCF.

(1) Management Position With Respect To Agency Shop

Members of the Council discussed Jim Lazarus' memorandum dated January 12, 1982 with respect to the Agency Shop and expressed concern that the memorandum gave insufficient notice of a public hearing scheduled for Friday, January 15, 1982 at 5:00 p.m. Some department representatives reported that the memorandum had arrived after the scheduled event.

The Council also voiced concern that the memorandum was addressed to employee organizations -- represented by SEIU -- and excluded management personnel;

- that the MOU was negotiated in March 1981, yet none of it was published until October 1981, when the Board of Supervisors passed the Ordinance;
- the memorandum states that supervisory personnel may join the Union but may not take an active part in it, yet the President of Local 400, a supervisor, is a very active member.

The Council took exception to the manner in which the Agency Shop has been passed: namely, that employees were not given an opportunity to vote in favor or against it; rather, that membership is mandatory unless a protest is launched.

(2) Update On Department Of Social Services Lay-Offs: Jim Horan

Mr. Horan reports that the pressure portion of the lay-off action is over. In the final analysis, 362 adverse actions occurred, among them 127 lay-offs or involuntary leaves.

Bill Dunn reports that the freeze on hiring account clerks and other classes affected by the freeze is being lifted.

Due to the cooperation and skill of CSC staff and DSS personnel, the lay-off issue was handled smoothly, and the impact on DSS was not as disruptive as could have been.

Marsha Ramirez reports that:

- (a) a memorandum regarding the new Vacation Ordinance will be issued from the Controller's Office in late January, followed by meetings for timekeepers in which correct procedures in administering the new Ordinance will be discussed.

MINUTES OF PERSONNEL COUNCIL MEETING (Cont)

- (b) A workshop will be held by the League of California Cities on handling disciplinary actions on March 3, 1982. Ms. Ramirez volunteers to represent the Personnel Council at this session.

(3) Management Salary Compaction Problem

Marsha Ramirez states that this problem exists, for example, at the Port where employees in the crafts get high salary increases and, as a result, are earning more money than mid-managers.

Meeting adjourned: 11:25 a.m.

Next meeting: 10:00 a.m., Wednesday, February 3, 1982
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA:

- Are our stenographers underpaid?
- What arguments will convince Civil Service to give an internal adjustment?
- What can I do to get on the Electrician's benchmark?
- Bring your salary setting questions and find out the answers. A representative from Civil Service's Wage and Salary Unit will be with us.

Public Library
John Prantz
City Librarian

MINUTES OF PERSONNEL COUNCIL MEETING

DATE: 2/3/82

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

MAR 3 1982

SAN FRANCISCO
PUBLIC LIBRARY

PRESENT: P. Finney-CSC Salaries; M. Ramirez-Port Commission;
W. Dunn-CSC; J. Ridout-CSC; H. Blumberg-Police; M. Smith-DPH;
W. Tong-PUC/UEB; M. Noguchi-SFCCD; R. Fazande-MOET; D. Anderson-DPW;
K. Foster-Sheriff's; V. Keller-Sheriff's; D. Murphy-Library;
J. Horan-DSS; V. Nulph-Airport; I. Rozenbergs-City Planning.

Today's guest, Pat Finney from Civil Service, Wage & Salary Unit, announced that the Wage & Salary Office has moved to its new location at 646 Van Ness Avenue, 2nd Floor; Ms. Finney then answered questions from Council members regarding salary matters.

GOOD AND POOR ARGUMENTS FOR INTERNAL ADJUSTMENTS:

Procedurally, each request is reviewed by Al Ambrose and Pat Finney. If denial is recommended, a letter to that effect is sent out within a week or two. If Mr. Ambrose and Ms. Finney are in favor of approving the request, it is then referred to John Walsh who examines all approvals or internal adjustments. Rejections and disputes can be appealed to the Civil Service Commission.

-Good Arguments for Internal Adjustment:

- (a) In case of entry level class -- not benchmark -- if other Agencies in the Bay Area pay higher salaries than the City and County of San Francisco does.
- (b) If salary differential in a series, for example, is 10%, while in other Counties it is 15%.
- (c) If differential between working level and senior level is 7½%, requests for 10% or 12½% constitute good arguments.

-Poor Argument for Internal Adjustment:

Recruitment and retention; a long-term of temporary status is not a reason for internal adjustment.

In response to questions what course to take in cases of recruitment problems, Ms. Finney suggested requesting appointment above the entrance rate as well as internal adjustment.

A significant problem exists in the case of Clerk-Stenographer, where currently demand exceeds supply.

MANAGEMENT SALARIES:

With respect to management salaries, Ms. Finney stated that the problem here is compaction. Presently, the outcome of the Senior Management Service survey is awaited. It is anticipated that the SMS will introduce a system for setting management salaries.

Handouts from Civil Service Commission:

- Directory for routing correspondence to Civil Service.
- New Vacation Ordinance.

Meeting adjourned 11:25 a.m.

Next meeting: 10:00 a.m., Wednesday, March 3, 1982
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA: -Review of Agency Shop Election on 2/26/82.
-Jim Horan: Election Site at Department of Social
Services.
-Dick Siciliano: The position of the contra group.

Public Library
Documents Division

MINUTES OF PERSONNEL COUNCIL MEETING

DATE: March 3, 1982

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

DOCUMENTS DEPT.

MAR 17 1982

SAN FRANCISCO
PUBLIC LIBRARY

PRESENT: M. Noguchi-SFCCD; E. Fong-SFCCD; R. Fazande-MOET;
V. Keller-Sheriff's, D. Anderson-DPW; M. Immel-Recreation & Park;
C. Suez-CSC; J. Horan-DSS; D. Siciliano-DSS; I. Rozenbergs-DCP.

The Council discussed the Agency Shop election of Unit 4 on February 26, 1982, and several concerns were expressed:

- No identification was required at the election.
- The roster of employees eligible to vote included names of people who had been laid off or terminated; and some names on the list appeared more than once.
- Jim Horan had been appointed management observer for Social Services by Mr. Lazarus and Mr. Mares; yet he was challenged out of his seat at the election site.
- Delays were caused by long lines and insufficient number of ballot boxes at voting sites.
- Employees on vacation or absent because of illness did not get an opportunity to vote.
- The majority's opinion had not been expressed at the time the State law was passed last September.
- No one has been assigned the responsibility of informing employees of the new conditions of employment and explaining what the Agency Shop issue entails.

The Council recommends the following matters for consideration to the Employee Relations Division for future elections:

- a) A more accurate list of employees eligible to vote;
- b) Identification;
- c) More ballot boxes at voting sites to avoid discouraging voters by long lines
or
Envelope ballot, which would eliminate a number of problems.
- d) Stricter controls over procedure;
- e) Ground rules for election should be clarified;
- f) Ballot simplification information from Employee Relations Division, stating in unequivocal language what the issue is. Employees should not go to election sites under the impression that they are voting on a dental plan or back pay, etc.
- g) Before the election, Union representatives -- non-employees -- entered City offices in order to campaign, and in many instances confrontations with supervisors ensued. Explicit explanation is advisable regarding Union representatives' visiting rights.

Mr. Horan raised the question of how to terminate an employee who is willing to give up his job on principle rather than join the Union or pay a fee.

Jim Horan also brought to the Council's attention the fact that different interpretations of the amended Lay-off rule, Rule 32, have occurred. A clarification from Civil Service on this issue will be needed.

Meeting adjourned 11:30 a.m.

Next meeting: 10:00 a.m., Wednesday, March 17, 1982
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA:

- Mike LaBrie and Tom Poulas will present an overview of the Payroll Personnel System development.
- Dave Murphy and Marsha Ramirez will present a summary of the conference on handling disciplinary matters.

Public Library
Documents Division

MINUTES OF PERSONNEL COUNCIL MEETING

DATE: March 17, 1982

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

PRESENT: D. Murphy-Library; M. Smith-DPH; M. Immel-Recreation & Park; V. Nulph-Airports Commission; T. Peck-DPH; R. Fazande-MOET; J. Turay-SFUSD; C. Suez-CSC; E. Fong-SFCCD; D. Anderson-DPW; H. Alcalde-DPW; W. Dunn-CSC; T. Poulas-Controller's P/P Project; V. Keller-Sheriff's; J. Horan-DSS; M. LaBrie-Controller's P/P Project; M. Ramirez-Port; I. Rozenbergs-City Planning.

An Overview of the Payroll/Personnel System's Development -
Tom Poulas and Mike LaBrie, Controller's Office

Mr. Poulas introduced the Payroll/Personnel Project Director Mike LaBrie.

Mr. LaBrie pointed out that the City's present payroll system is over twenty years old, that it was satisfactory at the time it was developed but is inadequate today.

Mike LaBrie described the overall process of developing a Payroll/Personnel System:

- 1) Requirements Phase: The Requirements document -- to be issued by the end of the month -- will define what functions must the Payroll/Personnel System perform.
- 2) Select a software system that will fulfill the needs stated in the Requirements document, i.e. multiple computer programs designed to perform payroll/personnel functions. This stage will be completed by the end of the Fiscal Year.
- 3) System's Design document will address the question: How will the required functions be executed.
- 4) Test the software system.
- 5) (a) Institute a professional training program for potential users how to utilize the system.
(b) Construct a user's reference manual.

Mr. LaBrie pointed out that Payroll and Personnel systems are interrelated and will be combined; and that the conjoint system will be centrally located with information electronically stored.

The PERSONNEL component of the system will comprise:

- (a) Personnel Actions to be processed by departments on

MINUTES OF PERSONNEL COUNCIL MEETING (Cont)

An Overview of the Payroll/Personnel System's Development (Cont)

Personnel Action Form, a document containing information related to payroll:

- appointing new employees;
- changes in employee status;
- salary step increases;
- leaves of absence;
- separations from service;
- reinstatements.

(b) EEO Processing.

(c) Labor Relations.

(d) Performance Evaluation and Training.

- Performance evaluation results will not be collected.
- Personal medical history will not be stored.
- Training refers to in-house seminars and preparation..

(e) Life-to-date History, evincing all significant changes, such as classification, certification dates, pay rates, employment status, etc.

(f) Position Control.

All positions will be identified by Department, Division, and Section, and by funding source; will specify whether permanent or temporary, exempt, full-time or part-time, vacant or filled, multiple occupancy or bilingual position. Essential dates will be associated with all positions, such as date established, audited, classified, reclassified, and abolished. Senior Management Service positions will also be identified.

Mr. LaBrie emphasized that the stored information will be highly protected, not available to the public. However, an employee has a right to learn what information an employer has on him/her.

Payroll Component

The new Payroll/Personnel System will have no anticipated pay periods; however, the bi-weekly pay period will be retained. A pay schedule which more closely resembles the normal work week of most people is being considered.

Since the Payroll/Personnel System will be largely automated, it will permit paying all employees on one day. This goal entails introducing a new form of technology: On-line time reporting. Instead of reporting time by means of documents from departments to

MINUTES OF PERSONNEL COUNCIL MEETING (Cont)

Payroll Component (Cont)

the Controller's office, it will be accomplished by way of terminals located in departments and transmitted electronically to the Payroll/Personnel System. Pay will then be calculated on the basis of submitted hours worked.

This technique, i.e. the use of terminals for time reporting, will not be part of the System when it is first implemented.

The anticipated implementation date of the Program City-wide is January 1984.

Mr. Poulas thanked the Personnel Council for providing the services of Marsha Ramirez, Helen Blumberg, and Dave Murphy, whose input with respect to information required for the program helped the project staff develop and formulate the Requirements document.

Because of time constraints, the second item on the agenda -- a summary of the conference on handling disciplinary matters -- was postponed until a later meeting.

Bill Dunn directed the Council's attention to a memorandum just issued by the Civil Service Commission concerning medical appointments.

Beginning Monday, March 22, 1982, appointments for medical examinations can be made only between the hours of 11:00 a.m. and 4:30 p.m. Monday through Friday, Telephone No. 821-8998.

In case of emergency, 821-8572 should be dialed.

Other handouts from the Civil Service Commission:

- Memorandum regarding Civil Service Commission Payroll Section Procedures;
- Memorandum regarding Status Rights;
- Summary of "FAIR EMPLOYMENT PRACTICES";
- Letter by Darrell Salomon to Mr. Templeton Peck of the San Francisco Chronicle.

Meeting adjourned 11:45 a.m.

Next meeting: 10:00 a.m., Wednesday, April 7, 1982
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA:

- Brian Narlock, Claims Manager of San Francisco's Workers' Compensation, will talk to us about Workers' Compensation and answer questions we have about how it works, or why things go wrong.



March 9, 1982

Mr. Templeton Peck
Editorial Page Editor
Letters To The Editor
San Francisco Chronicle
901 Mission Street
San Francisco, CA 94119

To The Editor,

Herb Caen paints me "sexist" (March 8) on account of a quotation from a Merla Zellerbach column published in February. Actually, my record is quite to the contrary.

I was the architect of the steps taken in 1980 to bring about the massive introduction of women into a previously all male police department. I was the author of the City's first, only and current affirmative action program for women. I drafted and voted for a civil service rule banning sexual discrimination or harrasment against women within the workforce. I moved the elimination of sex-based titles in City job classifications, and fought for the retention of a rule protecting women standing highest on civil service lists from being passed over in promotions by predominately male departmental executives.

This is hardly the record of a sexist. Nor does my comparing a pretty woman to a rose come close to making me so, however poor the attempt at a poetical reference.

Sincerely,

A handwritten signature in dark ink, appearing to read "Darrell J. Salemon", written over a horizontal line.

Darrell J. Salemon
Civil Service Commissioner

DS:msc

APR 10 1982

SAN FRANCISCO
PUBLIC LIBRARYMINUTES OF PERSONNEL COUNCIL MEETING

DATE: April 7, 1982

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

PRESENT: B. Narlock-Retirement/Compensation; J. Horan-DSS;
R. Fazande-MOET; M. Smith-DPH; D. Anderson-DPW; C. Lee-SFCCD;
E. Fong-SFCCD; A. Savella-SFCCD; M. Immel-Recreation & Park;
V. Keller-Sheriff's; C. Suez-CSC; M. Jelenich-CSC; B. Gerstle-
Police Department; V. Nulph-Airports Commission; J. Hart-DA;
M. Noguchi-SFCCD; I. Rozenbergs-City Planning.

An Overview of San Francisco's Workmens Compensation -
Brian Narlock, Claims Manager

Currently, every employee is covered by Workmens Compensation.

San Francisco is self-insured, which means that the City agrees to pay all State benefits under the Workmens Compensation Act, administered under the State Department of Industrial Relations.

Injured employees are no longer referred to the Franciscan Room; rather, they are treated in the new clinic at St. Francis Hospital, and the bill is forwarded to Workmens Compensation Board.

An accident qualifies as an Industrial Injury only if it occurs in the course of employment. People travelling in City-owned vehicles are covered; employees using their own cars on a trip for which the mileage is paid are also covered.

Under the present law, the injured person must be seen by a City's physician during the first 30 days following an accident. After the 30-day period, the patient may select his/her own doctor.

The City provides unlimited medical benefits until the patient reaches maximum improvement level or is released by his physician to return to work.

Temporary disability benefit is \$175 per week, up to five years for a specific injury.

Maximum pay for a permanent disability is \$70 per week.

Rehabilitation benefits are now mandatory for people whose injuries prevent them from resuming their usual duties.

In case of a pre-existing condition that is aggravated by adverse work situations such as stress, overwork, etc., it can be considered as industrial injury.

Mr. Narlock emphasized the following:

- a) The importance of documenting pre-existing conditions in personnel files.

MINUTES OF PERSONNEL COUNCIL MEETING (Cont)

An Overview of San Francisco's Workmens Compensation (Cont)

- b) If an employee becomes ill at work, he/she should not be sent to the St. Francis Emergency Room -- unless injured in a fall or some other accident. Rather, the person should be referred to his/her own physician or Health Plan.

If a person suddenly gets very sick (e.g., evincing signs of a possible heart attack), he/she should be rushed to the nearest Hospital Emergency Room.

- c) Employees should not be sent to the St. Francis Hospital clinic on weekends or evenings, except in emergencies.
- d) Importance of forwarding information to the Workmens Compensation Unit regarding an injury that may or may not have occurred on the job. If First Report of Injury form is not available, a letter with all pertinent data should be dispatched.

Meeting adjourned 11:15 a.m.

Next meeting: 10:00 a.m., Wednesday, April 21, 1982
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA

Woody Hunter, Employees' Assistance Program, will talk to us about how to help supervisors and managers work with and counsel employees with job performance problems in a timely fashion, with the goal of retaining employees.

SF Civil Service

PERSONNEL COUNCIL MEETING

DATE: April 21, 1982

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

PRESENT: J. Horan-DSS; D. Anderson-DPW; R. Fazande-MOET;
B. Gerstle-Police; V. Nulph-Airport; J. Hart-DA;
I. Rozenbergs-City Planning.

SCHEDULED AGENDA:

Woody Hunter's discussion of counselling employees was postponed to a future meeting due to low attendance.

NEXT MEETING: Wednesday, May 5, 1982, 10:00 a.m.
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA: Suzanne Smith, Co-Director of New Ways to Work, has been talking to City officials about alternative work styles. She will make a presentation to us on alternative work schedules and patterns, and will answer our questions about advantages and disadvantages of these schedules.

DOCUMENTS DEPT.

MAY 4 1982

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MINUTES OF PERSONNEL COUNCIL MEETING

DATE: May 5, 1982

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

DOCUMENTS DEPT.

JUN 16 1982

SAN FRANCISCO
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PRESENT: R. Fazande-MOET; D. Anderson-DPW; S. Tsark-Laguna Honda Hospital;
J. Hart-DA; J. Finney-PUC; J. Allen-PUC-UEB; J. Rogers-CSC; M. Ramirez-Port;
I. Rozenbergs-City Planning; S. Smith-New Ways to Work.

Guest speaker, Suzanne Smith, talked to Council members about Work-time Options.

During the past decade, the changing work force has demanded a re-examination of traditional work-time arrangements.

Ms. Smith reviewed alternative work schedules:

- a) Flex-time, originated in Europe, maintains the 40-hour workweek. It refers to straggered shifts, allowing the employee to vary his/her arrival and departure time.
- b) Compressed Workweek - still preserves the 40-hour workweek; however, work-time is contracted into 4½, 4, or 3 days.
- c) Permanent Part-time - refers to reduced work-time. It entails labor force attachment; however, special circumstances in an employee's life prescribe negotiating a reduced work-week. For example, pursuing education in order to effect a career change, or returning to work after a heart attack, etc.
- d) Job Sharing - two persons share a full-time position, with salary and benefits prorated.
- e) Work Sharing - usually a temporary, mandatory work force reduction.

Meeting adjourned at 11:20 a.m.

Next meeting: 10:00 a.m., Wednesday, May 19, 1982
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

SF Civil Service

PERSONNEL COUNCIL MEETING

DATE: Wednesday, May 19, 1982
TIME: 10:00 a.m.
PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA

Norma Gill and Blas Aguirre from Civil Service Certification Unit will address the Council on certification problems they encounter and how Departments can work with the Certification Unit to make the process more efficient.

DOCUMENTS
1981 - 1982
CIVIL SERVICE

Public Library
John Frenth
City Librarian

MINUTES OF PERSONNEL COUNCIL MEETING

DATE: May 19, 1982

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

DOCUMENTS DEPT.

JUN 16 1982

SAN FRANCISCO
PUBLIC LIBRARY

PRESENT: N. Gill-CSC; B. Aguirre-CSC; S. Tsark-Laguna Honda; D. Spanow-Laguna Honda; L. Au-SFUSD; D. Murphy-Library; M. Noguchi-SFCCD; S. Kauffman-DSS; R. Hodgkinson-DSS; R. Fazande-MOET; L. Low-Police; M. Wong-War Memorial; E. Greenlee-Real Estate; D. Anderson-DPW; M. Wiley-DPW; J. Horan-DSS; V. Keller-Sheriff's; M. Ramirez-Port; I. Rozenbergs-City Planning.

Today's guest, Norma Gill from the Civil Service Commission's Certification Unit, addressed the Council on certification matters.

Ms. Gill called the members' attention to two new Civil Service Commission forms, effective as of May 3, 1982; and she detailed important points deserving heed in their preparation.

- 1) The revised NOTICE OF APPOINTMENT form, to be used by all Departments for all certifications: Permanent, TCS, LT, NCS, etc. Various appointment forms used in the past are now obsolete.
 - The Controller's office has requested that all appointees, except those to the San Francisco Community College District and the Board of Education, report to this office. This applies to current employees also, who should report for verification and updating.
 - Temporary employees who after six months of service have the option of selecting a Medical Plan, are not required to process through the City's Health Service. Only permanent appointees, and employees who are members of the Retirement System, are required to report to the Health Service office.
 - Item No. 20: An authorized, original signature is always required. A facsimile will not be accepted.
 - With respect to fingerprinting, check with the Certification Unit if in doubt whether it is required in specific cases. This will save the employee the expense of paying the fingerprinting fee in cases when neither the procedure nor the payment of fee is necessary.
- 2) The combined Separation Report/Resignation Form, which consolidates two previously used forms.
 - The new version prescribes two Departmental numbers: the FIRM No. and Payroll No.
 - The Resignation portion of the form must be completed by all employees leaving a position, unless the employee is taking a leave of absence. If a person leaves a temporary position to

MINUTES OF PERSONNEL COUNCIL MEETING (Cont)

return to a permanent position, the Resignation form must be signed. If an employee vacates a permanent position to accept a temporary position in a higher class, the Leave of Absence form should be used.

REQUISITIONS

Norma Gill urged Departments to cancel Requisitions which are no longer available to be filled. The cancellation letter should be addressed to Bill Dunn.

In cases of multiple certification, Ms. Gill asked the following:

- that her office be informed of the progress regarding selection process;
- that failure of an eligible to contact the Department be recorded on the green NOTICE OF CERTIFICATION form as choice No. 5 with the explanation "No response";
- that Departments not submit Requisitions with specific names on them.

Meeting adjourned at 11:45 a.m.

Next meeting: 10:00 a.m., Wednesday, June 2, 1982
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

SF Civil Service

PERSONNEL COUNCIL MEETING

DATE: Wednesday, June 2, 1982

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA:

We have a topic of great current interest and concern for our next meeting.

Jacquie Hale, Commission Representative and Chris Fischer, Staff Aide, both from the Commission on the Status of Women, will be with us to present a program on sexual harassment.

What is it?

Do you recognize it?

What can you do about sexual harassment?

Several other persons knowledgeable on the subject will also be present to answer our questions.

The movie "The Power Pinch" will be shown.

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MINUTES OF PERSONNEL COUNCIL MEETING

DATE: June 2, 1982

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

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JUN 16 1982

SAN FRANCISCO
PUBLIC LIBRARY

PRESENT: D. Anderson-DPW; V. Keller-Sheriff's, H. Alcalde-DPW; E. Greenlee-Real Estate; A. Villagomez-DPW; B. Gerstle-Police; J. Allen-UEB; J. Finney-Muni; J. Nelson-DSS; M. Noguchi-SFOCD; N. Gill-CSC; W. Dunn-CSC; J. Turay-SFUSD; V. Nulph-Airport; A. Marting-Airport; D. Murphy-Library; S. Castellanos-CSC (EEO); R. Fazande-MOET; M. Ramirez-Port; I. Rozenbergs-City Planning; J. Hale-COSW; C. Fisher-COSW.

Jacquie Hale and Chris Fisher, both from the Commission on the Status of Women, addressed the Council on the issue of sexual harassment.

Jacquie Hale gave an overview of the problem of sexual harassment as it exists in the work place and of the laws prohibiting such behavior.

Ms. Hale pointed out that the City and County of San Francisco has a new Ordinance, passed last fall (October 1981), which prohibits sexual harassment of City employees.

The EEOC (Equal Employment Opportunity Commission) guidelines under Title VII of the Civil Rights Act define sexual harassment as a form of sexual discrimination; hence, employers are held responsible for condoning it. In addition, the EEOC regulations state that employers must take an affirmative stance on sexual harassment, informing their employees what the laws are, and what the rights and responsibilities of employees are.

The issue of sexual harassment is getting broad attention because of numerous law-suits that have been decided against public and private employers with severe penalties, involving millions of dollars. The Courts have also decided that if charges of sexual harassment involve physical contact, it can be considered assault.

The film *THE POWER PINCH*, issued by the MTI Corporation, was shown.

It was followed by a discussion of the topic at hand.

Meeting adjourned at 11:40 a.m.

Next meeting: 10:00 a.m., Wednesday, June 16, 1982
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

- AGENDA:
- (1) We will be sharing information on the 1982-83 F/Y changeover.
 - (2) Discussion of recent Civil Service Commission decisions that may impact on Departmental operations.

MINUTES OF PERSONNEL COUNCIL MEETING

DATE: June 16, 1982

TIME: 10:00 AM

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room--3rd Floor

SAN FRANCISCO PUBLIC LIBRARY
JUL - 7 1982
SCIENCE & TECHNOLOGY DEPT

PRESENT: J. Horan--DSS; J. Turay--SFUSD; M. Noguchi--SFCCD; D. Anderson--DPW; H. Alcalde--DPW; J. Burke--Controller; L. Low--Police; P. McHugh--Police; D. Guerrero--LHH; R. Fazande--MOET; V. Keller--Sheriff; M. Immel--Recreation & Park; D. Murphy--Library; C. Suez--CSC; A. Walker--CSC; M. Ramirez--Port; V. Nulph--Airport; A. Schaaf--DPH; I. Rozenbergs--C. Planning.

At today's meeting, Al Walker, Assistant Secretary, Civil Service Commission, discussed the proposed amendments to Civil Service Rules relating to employee separations from service: Rules 6, 25, and 33.

Mr. Walker summarized the background and need for these changes; and he pointed out that the Civil Service Commission wants to delegate the responsibility of hearing separation matters to hearing officers, so that it can concentrate on its other concerns. The procedure would entail a written recommendation from the hearing officer; and the Commission would act on it as part of its consent calendar. The sole exception would remain the hearing of termination of promotive probationary employees, who have a right to a hearing before the Civil Service Commission under Charter Section 8.340.

Mr. Walker reviewed the draft of the proposed changes in detail; and he indicated that the expected adoption date is August or September, 1982.

Marsha Ramirez asked for input from Council members as to the direction and purpose the Council should take. The ensuing discussion revealed that members present desired the Council to be forceful and effective.

Meeting adjourned at 11:45 AM.

Next meeting: 10:00 AM, Wednesday, July 7, 1982
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA

Woody Hunter, Employees' Assistance Program, will talk to us about how to help supervisors and managers work with and counsel employees with job performance problems in a timely fashion, with the goal of retaining employees.

Public Library
Documents Division

MINUTES OF PERSONNEL COUNCIL MEETING

DATE: July 7, 1982

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AUG 8 1982

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PUBLIC LIBRARY

PRESENT: M. Ramirez-Port; J. Horan-DSS; M. Immel-Recreation & Park; D. Murphy-SF Public Library; J. Turay-SFUSD; P. MacLacklan-Employee Health Unit/SFGH; M. Noguchi-SFCCD; R. Fazande-MOET; A. Villagomez-DPW; E. Greenlee-Real Estate; R. Hernandez-Retirement; D. Wolfe-Retirement; H. Alcalde-DPW; I. Rozenbergs-City Planning.

GUEST SPEAKER: Woody Hunter, Coordinator, Employee Assistance Program

Mr. Hunter gave a brief history of the EMPLOYEE ASSISTANCE PROGRAM which started in 1969 as the Employee Referral Program. When first originated, the Program's primary focus was to assist employees with alcohol abuse problems which affected their job performance.

In 1976 the Program was expanded to deal with other problems also, not necessarily related to substance abuse, e.g., interpersonal conflicts in a work situation; marital, legal, financial problems, etc.

Presently, the Employee Assistance Program operates under the Department of Public Health. Funds are work-ordered into the Program through the Sheriff's Department and Public Utilities Commission.

Mr. Hunter then described how the Program operates. He emphasized the importance of proper documentation of behavioral problems as they arise, i.e. documenting job deteriorating elements.

The present cost to a City Department is \$6.00 per person per year.

Woody Hunter distributed the following documents to members present:

- A synopsis of the Employee Assistance Program;
- Letter from Larry Meredith, M.D., Program Chief, Community Substance Abuse Services, on the Subject: Employee's Health and Welfare.
- CONTROL OF ALCOHOL AND DRUG ABUSE IN INDUSTRY -- A LITERATURE REVIEW, from: Public Health Reports, March - April 1980, Volume 95, No. 2.

ANNOUNCEMENT:

Marsha Ramirez stated that Kathy Mallegni has returned to Civil Service to fill the position vacated by Bill Dunn.

Herman Alcalde reported that in response to the Department of Public Works' request for an amendment to the Salary Standardization Ordinance regarding promotion of temporary employees, Mr. Ambrose has drafted appropriate legislation, but Civil Service Commission has not considered it yet.

MINUTES OF PERSONNEL COUNCIL MEETING (Cont)

DISCUSSION:

Council members discussed the proposed Charter Amendment which would give Limited Tenure employees promotional points for length of service prior to Civil Service examination.

Meeting adjourned at 11:40 a.m.

Next meeting: 10:00 a.m., Wednesday, August 4, 1982
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

AGENDA:

Two representatives from the Controller's Office will speak to us about the retroactive pay and about processing State Disability Insurance Claims.

75
12
12
of Carl Smith
ANNOUNCEMENT

PERSONNEL COUNCIL MEETING

Originally scheduled for Wednesday, July 21, 1982
has been CANCELLED.
[Cancelled]

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JUL 19 1982

STATE OF CALIFORNIA
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MINUTES OF PERSONNEL COUNCIL MEETING

DATE: August 4, 1982

TIME: 10:00 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

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SEP 1 1982

SAN FRANCISCO
PUBLIC LIBRARY

PRESENT: M. Immel-Recreation & Park; R. Fazande-MOET; Z. Paguirigan-MOET; M. Owyang-DPW; D. Anderson-DPW; D. Wolfe-Retirement; J. Hart-DA; C. Breen-SFUSD; V. Molinari-SFUSD; V. Arnold-SF Housing Authority; M. Ramirez-Port; V. Keller-Sheriff's; V. Nulph-Airport; Ilze Rozenbergs-City Planning.

DARYL MCGUIRE from the Controller's Office apprised the Council of the status of Retroactive Pay. He pointed out that as of today, the Retroactive settlement is still in the proposal stage; however, approval by the Board of Supervisors is anticipated.

MIKE KEOHANE, Controller's Payroll Division, informed Council members of the State Disability Insurance Program and the options an employee has with respect to collecting benefits.

He defined State Disability Insurance as an Insurance Policy which is collected from the State. A system has been devised whereby State Disability Insurance benefits can be supplemented with sick pay, vacation pay or OE credits in order to make up the difference of an employee's biweekly salary.

Premiums are paid through payroll deductions, currently 0.8% of gross salary.

Payroll clerks are advised to contact Mr. Keohane in order to learn the benefit amount an employee is entitled to. Present maximum is \$25.00 per day. Mike Keohane indicated that sick pay credits will be added automatically; however, it is the employee's responsibility to notify the Department if he/she elects to use vacation or OE credits to supplement the State Disability Insurance award.

The following documents were distributed to members present:

- (a) Payroll/Personnel Procedure No. 15 (Revised)
- (b) Disability Insurance Provisions -- State Plan

Meeting adjourned at 11:10 a.m.

Next meeting: 10:15 a.m., Wednesday, September 1, 1982
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

- AGENDA:
- (1) Jim Ilnicki will report on the Meet and Confer session regarding the proposed changes to the Civil Service Rules on Separation.
 - (2) Virginia Dean or Patti Roberts will talk to us about the Concept of Comparable Worth Project.

OCT 7 1982

SAN FRANCISCO
PUBLIC LIBRARYMINUTES OF PERSONNEL COUNCIL MEETING

DATE: September 1, 1982

TIME: 10:15 a.m.

PLACE: Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

PRESENT: M. Ramirez-Port; V. Dean-Comparable Worth Project; D. Murphy-Library; V. Keller-Sheriff; V. Nulph-Airport; K. Bunch-DSS; R. Fazande-MOET; J. Turay-SFUSD; D. Wolfe-Retirement; J. Ilnicki; M. Noguchi-SFOCD; L. Lee-PUC; R. Kellar-PUC; H. Alcalde-DPW; M. Wiley-DPW; D. Anderson-DPW; I. Rozenbergs-City Planning.

Today's guest Jim Ilnicki apprised the Council of the Meet & Confer meetings between the Civil Service Commission, Departmental representatives and Union representatives on proposed changes to the Civil Service Rules on Separation.

So far, two meetings have taken place. Mr. Ilnicki elaborated on the second session, which comprised the Union's counterproposals. The main points are as follows:

- To proceed with negotiations on Rule 34 as well as the current negotiations on Rule 6 and related rules.
- That the negotiations be ratified and result in an MOU.
- That the Hearing Officer's decision be final and binding, not subject to review by the Civil Service Commission.
- That the Hearing Officer have the right to disapprove the termination of a TCS employee.
- That the termination hearing of a suspended employee not be postponed beyond the maximum 30-day period. (Since such a request for postponement is not allowed now, this point is not an issue.)
- To expedite arbitration if an employee requests it.
- To revert to the former practice of "striking procedure" in selecting a Hearing Officer.
- To amend the section of the new Rule which enumerates the statuses for which the Hearing Officer will be rendering decisions: TCS, LT, entrance probationary, and including promotional probationary. The counterproposal propounds that the Hearing Officer be able to reinstate an employee to the exact position from which terminated.
- That the Hearing Officer be required to notify the employee and the Appointing Officer simultaneously of his decision.
- That in case an employee fails to appeal a termination, there be no determination on future employability until that employee applies for a future Civil Service examination or the name comes up for eligibility on current Civil Service examination.
- That an employee have 30 calendar days during which to appeal a decision as opposed to the 14 calendar days proposed by the Civil Service Commission.
- That the changes which apply to Rule 6 also be implemented for Rule 25 and Rule 33.

Jim Ilnicki indicated that a Management caucus session has been scheduled for September 14 to discuss the counterproposals. A subsequent meeting with the Unions is scheduled for September 17, 1982.

Marsha Ramirez announced that there will be a Retirement Dinner for Dan Friedman on Thursday, September 30, 1982 at the Presidio Officers' Club.

The second guest, Virginia Dean from the COMPARABLE WORTH PROJECT in Oakland, discussed the issue of comparable worth.

Ms. Dean pointed out that studies show that jobs traditionally held by women pay 20% - 25% less than those primarily held by men. Wages for women are lower because the jobs are perceived as having a lesser value than those performed by men.

Ms. Dean indicated that the issue is now being faced in courts in order to seek legislative and judicial relief.

A slide show on the concept of Comparable Worth, put together by the University of Wisconsin in Madison, was shown.

The following documents were distributed to members present.

- 1) COMPARABLE WORTH PROJECT, Working for Pay Equity in Sex-Segregated Occupations;
- 2) WOMEN & WORK 7, Pay Equity: Equal pay for work of comparable value;
- 3) Pay Equity Is Just American Fair Play, by Ellen Goodman;
- 4) Fact Sheet -- City of San Francisco Wage Gap Report, October 1981;
- 5) Women, Work, and Wages: Equal Pay for Jobs of Equal Value.

Meeting adjourned at 12:10 p.m.

Next meeting: 10:15 a.m., Wednesday, October 6, 1982
Main Branch of San Francisco Public Library
Commission Meeting Room - 3rd Floor

- AGENDA:
- a) Discussion of the large number of LT employees.
 - b) Discussion of the Direction of the Personnel Council for the next year. (Bring ideas -- what do you want the Personnel Council to focus on.)
 - c) Selection of the nominating committee for Personnel Council officers.

City Librarian


Public Library

Notice

SF COMMUNITY COLLEGE
Personnel Council Meeting

May 18, 1983

10:00 a.m.

33 Gough Street - Conference Room
(S.F. Community College Offices)

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Agenda:

1. Discussion of the proposed vacation ordinance which would provide for the accumulation and crediting of vacation in a manner similar to that of sick leave. (Daryl McGuire - Office of Controller)
2. Report on the status of the Board of Personnel Managers.
3. Nomination of interim officers for the Council.

Marsha Ramirez
Chairperson



May 5, 1983

1983 MAY -5 PM 4:14

RECEIVED IN
PERSONNEL OFFICE

RECAP OF NEW PROVISIONS OF THE PROPOSED VACATION ORDINANCE

1. Anticipated effective date is January 2, 1984, with accumulation to begin on January 1, 1984.
2. A true accrual method has been developed. After one year of continuous service employees may take vacation as it is accrued with the approval of the Department head. Vacations will no longer be awarded on January 1, of each calendar year.
3. Maximum accumulation will be 400 hours (50 days) at any time during any given (anniversary) year. When an employee accrues a vacation balance of 400 hours, accumulation stops until balance is reduced below the maximum.
4. As-needed employees hired for relief work will not accrue vacation credits under any circumstances.
5. A longevity vacation award of 40 hours will be granted on each eligible employee's fifth and fifteenth anniversary dates. Hours worked per week less than 40 or unpaid time resulting from authorized leaves-of-absence will not reduce the longevity award.
6. Vacation earned in a payperiod will be credited to each employee's vacation balance at the beginning of the next payperiod after any vacation usage has been deducted.
7. Anniversary dates prior to January 1, 1981, no longer affect vacation accumulation in the year of retirement or other separation from service.
8. Employees on extended periods of industrial disability who have accumulated an excess of the maximum 400 hours of vacation, must be paid for the excess amount only when temporary disability payments (worker's compensation) cease.
9. In the calendar year of implementation, employees may accrue up to 560 hours (70 days) provided that at least 160 hours (20 days) be taken prior to January 1, 1985.



April 28, 1983

TO: Distribution

FROM: Daryl McGuire *[Signature]*

SUBJECT: Fourth Draft - Proposed New Vacation Ordinance

Enclosed is your copy of the fourth Draft of the proposed new vacation ordinance. This draft received final approval by the committee members present at the last meeting on April 21.

Significant changes between the third and fourth drafts are:

1. An effective date of January 2, 1984, with accumulation beginning on January 1, 1984. (This is to insure that those departments with in-house data systems have sufficient time to reprogram).
2. More completely defining conditions of non-breach of continuous service in 16.11(a), (3) and (4).

Arrangements have been made to present the fourth draft to the Personnel Council prior to meeting and conferring. You will be notified of the date, time and place for this presentation as soon as it is confirmed.

DMrc

cc: Al Walker	C.S.C
Gerry Costanzo	D.P.W
Mori Noguchi	S.F.C.C.D.
Ed Fong	S.F.C.C.D.
James Lazarus	Employee Relations
Mike Killelea	City Attorney
Jane Irwin	P/R Director
Jeanne Spandau	P/R Operations Mgr.
Tom Poulas	P/R Project
Dick Glossenger	P/R Project
Marianne Feinstein	P/R Project
✓ <u>Marsha Ramirez</u>	Chairperson, Personnel Council

FOURTH DRAFT

FILE NO. _____

ORDINANCE NO _____

AMENDING THE SAN FRANCISCO ADMINISTRATIVE CODE BY AMENDING SECTIONS 16.10, 16.11, 16.12, 16.13, 16.14, 16.15 AND 16.16 THEREOF REGARDING ACCRUAL OF VACATION CREDITS TO BE EFFECTIVE JANUARY 2, 1984.

Be it ordained by the People of the City and County of San Francisco:

Section 1. The San Francisco Administrative Code is hereby amended by amending Section 16.10 thereof, reading as follows:

Sec. 16.10. Definitions.

(a) "Continuous service" for vacation purposes means service pursuant to a regular schedule which is not interrupted by a breach in paid service. The service of employees who are appointed to fulfill ((for part-time)) as needed work schedules required for relief purposes is deemed to be irregular and ((and not assigned to a regular schedule)) shall not constitute "continuous service" for vacation purposes. Any dispute over whether an employee is assigned to a regular or an irregular schedule shall be finally decided by the Civil Service Commission.

(b) "Employee" means "Every person employed in the City and County service" which, as used in Charter Sec. 8.440 includes the classified employees of the City and County of San Francisco as provided in Sec. 3.661 of the Charter and classified personnel of the San Francisco Unified School District and Community College District, and officers, other than elected officers.

(c) "Year" means the employee's anniversary year unless otherwise modified.

(d) "Paid service" means service in paid status with the City and County of San Francisco , ((or)) the San Francisco Unified School District((,)) or the Community College District, as applicable, and includes hours paid as sick leave, vacation, compensatory time off and overtime for employees who are eligible for overtime pay under the administrative provisions of the Annual Salary Standardization Ordinance, except that no employee shall be credited with more than 2080 hours of paid service in any ((calendar)) year for purposes of computing the vacation allowance.

(e) "Temporary disability" means temporary disability pursuant to the Worker's Compensation or State Disability Insurance Laws of the State of California or the industrial disability provisions of Charter Sections 8.515 or 8.516.

(f) "Vacation with pay" means the compensation the employee would earn during the vacation period if the employee had worked during that same period, without the inclusion of overtime earnings.

(g) "Maximum ((Annual)) entitlement" means the maximum vacation allowance an employee may accrue pursuant to this ordinance ((Charter Sec. 8.440 as follows:)) as hereinafter set forth and in based upon earnings of:

- (1) 80 ((10)) working hours ((days)) per year for each year of continuous service after the first year of continuous service;
- (2) 120 ((15)) working hours ((days)) per year for each year of continuous service after 5 years of continuous service;
- (3) 160 ((20)) working hours ((days)) per year for each year of continuous service after 15 years of continuous service.

Section 2. The San Francisco Administrative Code is hereby amended by amending Section 16.11 thereof, reading as follows:

Sec. 16.11 Calculation of Vacations.

(a) Continuous service shall not be deemed to have been breached:

- (1) by an employee because of absence from service due
 - (a) to duly authorized leave, or (b) to layoff due to lack of work or funds unless the employee is holding a temporary or limited tenure appointment and is not reappointed to the service within six months of being laid off; or
- (2) by a permanent school term employee because of a period when schools are not normally in session; or
- (3) by a permanent employee who resigns in good standing and is reappointed to a regularly scheduled position in the service within six months from the effective date of resignation; or
- (4) by a temporary employee who has completed one year of continuous service who resigns in good standing and is reappointed to a regularly scheduled position within six months;
- (5) by an employee who has resigned from a position with services certified as other than satisfactory by the appointing officer if the employee is granted reappointment rights by the Civil Service Commission and is reappointed to a position in the service within six months from the effective date of resignation.

(b) For purposes of determining the rate of vacation accrual ((allowance)) the anniversary date for an employee shall be the first date of employment in the current period of continuous service.

(c) No employee is entitled to use vacation credits ((a vacation allowance)) until the employee has completed one year of continuous service. At the end of one year of continuous service, the employee shall receive ((be awarded)) a vacation allowance which was accrued ((computed)) at the rate of .0385 of an hour for each hour of paid service in the preceding year.

(d) An employee who has completed one year of continuous service shall accrue thereafter a vacation allowance at the rate of .0385 of an hour for each hour of paid service. An employee who has completed five years of continuous service shall accrue thereafter a vacation allowance at the rate of .0577 of an hour for each hour of paid service. An employee who has completed 15 years of continuous service shall accrue thereafter a vacation allowance at a rate of .077 of an hour for each hour of paid service.

(e) An employee shall be credited ((awarded)) the employee's vacation allowance on the first day of the payperiod ((January 1 of the year)) following the payperiod ((year)) in which the allowance is earned ((accrued)). Vacation credits shall be applied only after vacation debits are recorded if applicable. An employee's vacation accrual ((allowance)) shall be computed on the basis of a maximum of 2080 hours of paid service per year and is subject to a maximum accrual of 400 hours regardless of years of service ((the charter limitations on annual entitlement)), except that in the calendar year of implementation, the employee may accrue a maximum of 560 hours of vacation beginning on January 1, 1984, provided however, that at least 160 of said hours of vacation shall be taken prior to January of the next calendar year immediately following.

(f) At the end of five years of continuous service, the employee shall receive a one-time longevity ((vacation allowance)) award of 40 hours of vacation. ((computed at the rate of .0192 of an hour (.0577 minus .0385) for

each hour of paid service in the preceding year.)) At the end of fifteen years of continuous service, the employee shall receive a one-time longevity ((vacation allowance)) award of 40 hours of vacation ((computed at the rate of .0193 (.0770 minus .0577) of an hour for each hour of paid service in the preceding year.))

(g) The vacation accrual ((allowance)) for an employee receiving temporary disability benefits shall be computed on the basis of the number of hours in the employee's regular work schedule effective at the commencement of the disability, provided, however, that an employee not supplementing State Disability Insurance payments with earnings from paid service will not accrue ((receive a)) vacation credits ((allowance)) during the period of disability. An employee who has received a permanent disability award and who does not return to employment because of such disability is not entitled to accrue ((a)) vacation credits ((allowance)).

(h) The factor for earning vacation ((allowance)) for members of the uniformed force of the Fire Department shall be administered in a manner consistent with the intent of this ordinance and approved by the General Manager, Personnel.

Sec. 16.12 Accumulation of Vacations.

Subject to the maximum accumulation ((allowance)) of 400 vacation hours ((30 working days in excess of the employee's annual vacation award,)) an employee may elect not to take his or her entire vacation in any one year.

Sec. 16.13 Effect of Separation Upon Vacation.

(((a) An employee who is separated from the service shall be deemed to have been awarded the vacation accrued in the calendar year of separation except that for an employee whose continuous service began before January 1, 1981, the amount of vacation allowance deemed accrued in the calendar year of separation is limited to the amount accrued, if any, between the employee's anniversary date in that calendar year and the date of the employee's separation from the service.))

((b)) An employee in the final year of service may with the approval of the appointing officer elect to receive a cash payment in lieu of vacation accrued ((due)) at the time of separation, provided that the appointment and payment of a replacement for the period of time representing such cash payment in lieu of vacation is not required. In lieu of such cash payment an employee who separates from city service and who without interruption in service is appointed to any governmental agency whose employees are eligible for membership in the San Francisco City and County Retirement System may elect to transfer such accumulated vacation to such agency if the agency by rule or regulation permits the crediting of such accumulated vacation.

Sec. 16.14. Vacation Schedules.

(a) Appointing officers are responsible for approving vacation schedules. In approving vacation schedules, the appointing officers shall give due regard to employee seniority and preference and the needs of the service. Unless an emergency situation exists requiring the immediate presence of an employee, an

employee shall be allowed to begin a vacation on the day immediately following the employee's normal days off.

(b) With the approval of the appointing officer, an employee's accrued vacation ((allowance)) may be taken in increments of not less than one hour.

(c) Except as requested by the employee to supplement disability benefits, the vacation credits ((allowance)) of an employee who has started a vacation and who suffers a non-industrial injury or illness or a recurrence of an industrial injury or illness during such vacation, and who is entitled to and receives temporary disability benefits shall not be charged for periods in which the employee receives disability benefits.

(d) Every department shall maintain records which shall include, in addition to all other information required by the Civil Service Commission and the Controller, the employee's accumulated vacation balance ((allowance)). Such records shall be available for inspection and audit by the Civil Service Commission and Controller. ((When an employee accepts a permanent appointment to another department, the employee's vacation and sick leave records shall be transferred by the first department to the second department.)) When an automated payroll/personnel data system is implemented, and, upon approval of the General Manager, Personnel and the Controller, the maintenance of such records by departments shall no longer be required.

Section 4. The San Francisco Administrative Code is hereby amended by amending Section 16.15 thereof, reading as follows:

Sec. 16.15. Use of Partial Vacation to Supplement Disability Leave.

An employee who is absent from duty because of temporary disability may use

his or her vacation credits ((allowance)) to supplement disability benefits, provided that when the vacation ((allowance)) payment is added to the disability benefits payable under the Workers' Compensation or State Disability Insurance laws, the employee's bi-weekly payment will not exceed the normal salary of the employee for the regular work schedule effective at the commencement of the disability. An employee desiring to use his or her accrued vacation ((allowance)) to supplement State Disability Insurance benefits shall, within seven calendar days following the first day of absence, and on a form provided by the Civil Service Commission, so inform his or her appointing officer or designated representative. The vacation ((allowance)) payment shall be authorized on ((separate)) payrolls or timerolls prepared by the department in which the employee serves after certification by the Retirement System or the Controller's Office of the amount of the disability benefits, if any, paid for the period. Notwithstanding the foregoing, an employee receiving temporary Workers' Compensation disability benefits who, with the continuing ((annual)) vacation accrual ((allowance award)) has ((a)) vacation credits ((allowance)) in excess of the maximum accumulation ((allowance)) of 400 ((30)) working hours ((days in excess of the employee's annual entitlement)) shall receive a cash payment for the excess amount upon the cessation of the employee's receipt of said temporary disability benefits.

Sec. 16.16 Vacation Charges between Departments

The Controller shall establish procedures for the method of payment of salaries to employees entitled to vacation from service in two or more departments of the City and County.

((Sec. 16.16-1. Conversion of Vacation Balance from Days to Hours

Except for members of the uniformed ranks of the Fire Department, as of January 1, 1982 vacation balances shall be converted from days to hours based on the equivalent number of hours in the employee's normal work schedule, in effect on the effective date of this ordinance, except if the General Manager, Personnel, determines that such conversion is inequitable and allows another method to be used. The General Manager, Personnel, shall convert the vacation balances for members of the uniformed ranks of the Fire Department based on the system for computing vacation for these employees provided herein.))

((Sec. 16.16-2 Review

On or before September 1, 1982, the Civil Service Commission shall report to the Legislative and Personnel Committee of the Board of Supervisors on the status of the implementation of this ordinance and the systems designed therefor.))

APPROVED AS TO FORM:

GEORGE AGNOST, CITY ATTORNEY

By _____
Deputy City Attorney

1. The first part of the report is a general introduction to the project.

2. The second part is a description of the methodology used.

3. The third part is a description of the results of the study.

4. The fourth part is a discussion of the results and their implications.

5. The fifth part is a conclusion and a list of references.

6. The sixth part is a list of appendices.

7. The seventh part is a list of figures and tables.

8. The eighth part is a list of abbreviations.

9. The ninth part is a list of symbols.

10. The tenth part is a list of footnotes.

11. The eleventh part is a list of references.

12. The twelfth part is a list of appendices.

13. The thirteenth part is a list of figures and tables.

14. The fourteenth part is a list of abbreviations.

15. The fifteenth part is a list of symbols.

16. The sixteenth part is a list of footnotes.

17. The seventeenth part is a list of references.

18. The eighteenth part is a list of appendices.

19. The nineteenth part is a list of figures and tables.

20. The twentieth part is a list of abbreviations.

21. The twenty-first part is a list of symbols.

22. The twenty-second part is a list of footnotes.

23. The twenty-third part is a list of references.

24. The twenty-fourth part is a list of appendices.

25. The twenty-fifth part is a list of figures and tables.

26. The twenty-sixth part is a list of abbreviations.

27. The twenty-seventh part is a list of symbols.

28. The twenty-eighth part is a list of footnotes.

Minutes of Personnel Council Meeting

Date: May 18, 1983

Time: 10:00 A.M.

Place: Conference Room - 33 Gough Street

Present: Jim Horan - DSS; I. Rozenberg - City Planning; M. Noguchi - SFCCD; D. Wolfe - Retirement; K. Mallegni - CSC; A. Walker - CSC; E. Fong SFCCD; D. Adams - CSC; D. Murphy - Library; D. McGuire - Controller; J. Juray - SFUSD; J. Hart - D.A.; M. Solan - D.A.; M. Wong - War Memorial; V. Nulph - Airport; M. Smith - DPH; R. Fazande - MOET; T. Poulas - Controller P/P.

Daryl McGuire from the Controllers Office appraised the Council of the current status of the proposed new Vacation Ordinance. He answered various questions and clarified specific points but there were two items which some of the members felt should be studied more closely.

One is the definition of "as needed" employees which will eventually result from the LOA and Compliance Agreement and what, if any, effect this group may have on the implementation of the Vacation Ordinance. A small working committee (separate from the Personnel Council) is currently working on the "as needed" issue and their conclusions will be reported back to the Council when ready.

The second point was the effect of the longevity vacation award of forty (40) hours regardless of the employee's work schedule at the time of a fifth or fifteenth anniversary. The second issue will be reviewed by Personnel Council representatives and will be the major agenda item for the June 1 Council meeting. The results of the meeting will be conveyed to Daryl McGuire in writing for review prior to moving to the meet the confer stage.

* * * * *

The second agenda item was a brief discussion of the draft of the Board of Personnel Managers Statement of Purpose, Membership and Structure. There were only positive comments about the Statement of Purpose.

There were two concerns voiced about Membership: First, there should be a representative from the Salaries & Wages Unit if representatives from most of the other CSC units will be present, and second, that membership include small departments and clerical representatives. If the last sentence is meant to include that group then there is no problem.

There was little discussion about Structure except that the beginning point for the "initial period of six months..." needs to be defined.

* * * * *

The final agenda item was the nomination of interim officers for the Council. It was agreed that the interim officers would serve until November, 1983, unless the Board of Personnel Managers is in place prior to that date. If the Board is not in place at that time the Personnel Council will again nominate a slate of officers.

The interim officers elected were: Jim Horan, Chairperson; Dave Murphy, Vice-Chairperson and Vernon Nulph, Secretary.

Next Meeting: 10:00 A.M., Wednesday, June 1, 1983
Department of Social Services
Conference Room - 8th Floor
170 Otis Street

Agenda: Continued discussion of proposed new Vacation Ordinance.

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Notice

Personnel Council Meeting

June 1, 1983
10:00 A.M.

Department of Social Services
170 Otis Street - 8th Floor Conference Room

Agenda:

1. Continued discussion of the proposed vacation ordinance

Jim Horan
Chairperson

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SF Civil Service

Minutes of Personnel Council Meeting

Date: June 1, 1983

Time: 10:00 A.M.

Place: Conference Room - 170 Otis

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Present: Jim Horan - DSS; I. Rosenberg - City Planning; M. Noguchi - SFCCD; M. Ramirez - Port; D. Adams - CSC; D. McGuire - Controller; D. Murphy- Library; V. Keller - Sheriff; R. Fazande - MOET; T. Poulas - Controller

Continued discussion of the proposed vacation ordinance.

1. Longevity award - concerns were expressed over:

- (a) Charter/Ordinance inconsistencies for part-time employees. Charter Section 8.440 requires proportionate vacation compensation for part-time employees.
- (b) The definition of "vacation accumulation". It is now possible to accumulate (carry over) 30 days on December 31 and also be awarded 20 days on January 1; 50 available days for a calendar year. It is unclear how accumulation would be defined under the new system.
- (c) School term employees. Charter exempt temporary appointees are laid off each year and, therefore, do not qualify for vacation. If these positions are declared permanent there will not be a breach of service and these employees will earn vacation.
- (d) The terms "as needed" and "relief purposes" require further definition. "Park time" needs additional definition also.

2. It was decided that a written response should be submitted to the Controller's Office containing proposed solutions to these problems.

* * * * *

It was suggested that a briefing be scheduled for the Council on the new Payroll System by Tom Poulas. Mr. Poulas stated he would be more than willing to accomodate the Council, but that it would be appropriate to wait until the System development has progressed.

* * * * *

The Chair asked for topics of concern for review by the Council. The following problems were raised.

- (1) Clerical testing backlog
- (2) Difficulty in obtaining oral authorization to hire
- (3) Slowness of certifications
- (4) Selective certification challenge
- (5) Proposed changes to Civil Service rules for implementation of the Letter of Agreement to Compliance Agreement

Next Meeting: 10:00 A.M., Wednesday, July 6, 1983
Department of Social Services
Conference Room - 8th Floor
170 Otis Street

Agenda:

1. Continued discussion of Vacation Ordinance
2. Discussion of proposed rule changes
3. Proposed amendments to Discrimination Complaint Rule



Classified Personnel

Room 116

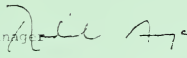
Telephone: (415) 565-9256

San Francisco Unified School District 135 Van Ness Avenue San Francisco California 94102-5299

June 15, 1983

MEMORANDUM

TO: Daryl McGuire
Controllers Office

FROM: Roderick Alvarez, Manager 

SUBJECT: Proposed Amendment to Vacation Ordinance

I have a concern regarding your proposal to award 40 hours of vacation time to all employees who have reached their 5th anniversary, regardless of the number of hours worked in the previous year. This would, I think lead to inequities that are really quite unnecessary.

Is it not possible, with your new payroll system, to ask for periodic (monthly, weekly) reports of all city employees who reach the 5th year and then refer back to the previous year to find out how many hours such employees worked? This would not be a difficult program to write.

It is readily conceded that inequities could still exist in the current law and that 'one year' is just an arbitrary standard chosen for no specific reason other than the fact it is the most practical.

To counter any inequity in this situation I suggest that language be inserted to allow the General Manager, Personnel, to make adjustments (for example, considering the person's 5 year service) where obvious problems exist. Our current rule on the conversion of sick leave has language like that and is, I understand, working quite satisfactorily.

PA:ds

cc: Personnel Council Members

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SF *Civil Service*

JUL 8 1983

Notice

SAN FRANCISCO
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Personnel Council Meeting

July 6, 1983
10:00 A.M.

Department of Social Services

170 Otis Street - 8th Floor Conference Room

Agenda:

- (1) Continued discussion of Vacation Ordinance
- (2) Discussion of Proposed rule changes
- (3) Proposed amendments to Discrimination Complaint Rule

Jim Horan
Chairperson

CF-Cont Summ
Minutes of Personnel Council Meeting

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Date: July 6, 1983

Time: 10:00 A.M.

Place: Department of Social Services, 8th Floor Conference Room

Present: Jim Horan - DSS, David Murphy - Library, Mori Noguchi - SFCCD, Connie Suez - CSC, Marsha Ramirez - Port, Vernon Nulph - Airport, Jackie Finney - Retirement, Roberts Fazende - MOET, Jerome Turay - SFUSD, Ilze Rosenberg - City Planning, Steve Amano - CSC.

Review of proposed amendment to Civil Service Rule 1.

Steve Amano gave the background for the proposed changes and then explained the proposed rule section by section. Comments were noted.

This rule change is an effort to clarify ambiguous language and streamline the complaint and investigation process. Two major changes are that the rule now allows (1) for dismissal of a complaint prior to a hearing for a no violation finding, and (2) an appeal is not automatically calendared-as the Commissioners must vote to hear the appeal.

Changes suggested by Council Members:

Section 1 - Add Authority reference

Section 3 - Change "the date the complainant subsequently becomes aware" to "the date the complainant should have been aware" to allow for constructive notice.

Section 4a- It was suggested that a transmittal document accompany copies of complaints when they are distributed.

Section 4.d.ii. - In sentences 2, allow hearing within 10 working of postmarked date of notice.

Note: There is a draft of investigative procedures which will be made available to Council Members when it is completed.

Also, there is a procedural outline of the hearing process available from Steve Amano.

* * *

Continued discussion of vacation ordinance.

A letter is to be sent to the Controller the second week of July.

* * *

Revision of Grievance Rule.

Demo Adams of Civil Service Commission will be handling the Grievance Rule.

NEXT MEETING: 10:00 A.M., Wednesday, August 3, 1983
Commission Room
Main Library

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Affiliated with the Service Employees International Union, the largest AFL-CIO Union in California



July 28, 1983

PAUL VARACALLI
Executive Director

522 Grand Avenue
Oakland, CA 94610-3599

Phone 465-0120

240 Golden Gate Avenue
San Francisco, CA 94102-3785

Phone 673-8755

Mr Vernon Nulph, Secretary
S F Personnel Council
S F Ca

Re LUNCH/MEETING WITH PERSONNEL OFFICERS/PAYROLL PEOPLE

Dear Vernon,

I appreciated the time you took yesterday with me on the telephone. As I noted, I'm the New Kid in Town as the Executive Director of SEIU Local 390/400.

One of the first problems encountered after the merger of the two Unions this past Spring was Agency shop implementation. The Union and the City, in compliance with an earlier agreement made before the state law was enacted, launched the program in February 1982. I daresay those who ultimately would be involved in making it work were not sufficiently consulted at the time.

There are also problems with other personnel administration which could be minimized by discussion between the Union and personnel officers.

I'd also like the opportunity to meet those in this field I have not yet had the opportunity to meet, and get your ideas on how the Union may improve its own procedures.

What I'd like to do is host a Lunch sometime in early September of Personnel Officers, Payroll Clerks and others with whom our Union comes in contact with in the administration of the Memoranda of Understandings.

Janet Rogers of Civil Service suggested I contact your group as beginning, since you have been meeting on a somewhat regular basis for some time, and thought we could look at scheduling the lunch on a day following one of your regular sessions.

I'd appreciate it if you would consider this request at your August meeting. I'd also be happy to meet with several of you during the latter part of August to plan this out further.

As I noted to you, our Union deals with some three dozen other local public agencies in the Bay Area, and we've always taken pride in maintaining a cooperative relationship with those in your profession. I want to do the same in San Francisco.

I'll call you the week of August 8 when I'm back in town. Again, thanks.

CC A A Busch, ERD
J Jacobsen, Controller
J Rogers, CSC
upe390/400aflcio

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Public Library
Documents Division

Personnel

Meeting

DOCUMENTS DEPT.

AUG 3 1983

SAN FRANCISCO
PUBLIC LIBRARY

August 3, 1983
10:00 A.M.

MAIN LIBRARY

LIBRARY COMMISSION ROOM

Agenda:

- (1) Report on Mou Negotiations-Ed Gazzano
- (2) Proposal by Steve Amano for establishment of an Assessment Committee on EEO Training Needs
- (3) Proposal by Paul Varicalli (see letter attached) Concerning Agency Shop Implementation
- (4) Concerns from the floor.

Minutes of Personnel Council Meeting

Date: August 3, 1983

Present: Jim Horan - DSS, Herman Alcalde - DPW, Marsha Ramirez - Port,
Ed Gazzano - DPH, Mori Noguchi - SFCCD, Jean Dusil - SFPD,
Elizabeth Genstle - SFPD, Shong Toy - War Memorial, Roberta
Fazande - MOET, Max Immel - R&P, Veronica Kellen - Sheriff,
Ilze Roseberg - City Planning, Vernon Nulph - Airport.

(1) Report of MOU Negotiations - Ed Gazzano

This year there has been a change in the MOU negotiations. In the past, ERD negotiated a general MOU - then the departments negotiated specific departmental MOUs. This year ERD included departmental matters in the general MOU without direct departmental input. The MOU will be presented to the departments last.

ERD indicates that it is the prerogative of each department to sign off or to not sign off. Without a sign off the MOU would not be binding. The Unions position is that the departments are obligated to sign off.

The question was asked: Can the MOU be signed off paragraph by paragraph. Milton Mares indicates this is possible if the Union agrees to it.

It is recommended that no departmental action be taken until the MOU is formally transmitted to the departments for review and discussions are held. A group position on objectionable sections will carry more strength than any single department. Also, appointing officers will then be able to raise issues in their meetings.

It was pointed out that some paragraphs are in effect now because of BOS authority. Ed Gazzano will chair a committee on the City wide MOU. Other volunteers are: Marsha Ramirez, Herman Alcalde, and Mori Noguchi.

It is requested that a copy of any current or future departmental MOU be sent to the Personnel Council, c/o Jim Horan - DSS.

(2) Proposal by Paul Varicalli

It was decided to invite Paul Varicalli of Local 390/400 to address the Council on his concerns relating to Agency Shop Implementation.

Also, it was pointed out that there is a new procedure (May) for Agency Shop signup which is to be utilized during in-processing.

- (3) Proposal by Steve Amano for establishment of an Assessment Committee on EEO Training needs was held over.
- (4) Vacation Ordinance

Fifth and final draft pending.

(5) Grievance Rule

Demo Adams meeting with Unions 8/30. Schedule of future meetings to be conveyed to departments thereafter.

DOCUMENTS DEPT.

SEP 8 1983

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PUBLIC LIBRARY

The Personnel Council Mailing List is being updated. If you wish to remain on the mailing list, or be added, this form must be completed and returned to:

Vernon Nulph
Personnel
Airports Commission

Name: _____

Title: _____

City Agency: _____ Address _____

Work telephone: _____

I am: (1) currently on the mailing list _____

(2) not on the mailing list _____

Signature

Date

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Public Library
Documents Division

14

SF Civil Service

Notice

Personnel Council Meeting

September 14, 1983
10:00 A.M.

DOCUMENTS DEPT.

SEP 6 1983

SAN FRANCISCO
PUBLIC LIBRARY

MAIN LIBRARY

LIBRARY COMMISSION ROOM

Agenda:

- (1) Agency Shop Implementation - Milton Mares
- (2) City Wide MOU - Milton Mares
- (3) Secretarial Classification recommendation -
Ed Gazzano
- (4) Personnel Council Mailing List - Vernon Nulph

Date: September 14, 1983

Present: Jim Horan - DES
 Tom Poulos - Payroll/Personnel
 Ed Gazzano - DPH
 Jim Ilnicki - SPGH
 Deborah Wolfe - Retirement
 Gail Kuwamoto - LHM
 Ilze Rozenberg - City Attorney
 Marsha Ramirez - Port
 Al Schaaf - LHM
 Rose Randolph - DES
 Milt Mares - ERD
 Jane Irwin - Controller
 David Murphy - Library

Mori Noguchi - SPOCD
 Jerry Turay - SPUSD
 Mary Smith - Sheriff
 Tom Arata - Sheriff
 Roberta Fazande - MOET
 Max Immel - Rec & Park
 Vernon Nulph - Airport
 Herm Alcala - DPW
 Keith Buch - DES
 Dennis Ruel - ERD
 Anne Busch - ERD
 Johnny Zabala - Controller
 Connie Suez - CSC

* * *

Secretary classification:

Comments and recommendations should be submitted Valerie Pechenick of the Civil Service Commission, Classification Division.

Agency Shop Implementation/City Wide MOU

- (1) There is now (effective 7/1/83) a \$50.00 Agency Shop initiation fee for all new enrollees. Employees that are enrolling after 7/1 who should have enrolled in earlier months will pay the \$50.00 but will not pay back fees.
- (2) Employees who change positions and move out of SEIU and later change again and move back to SEIU should not be required to pay an additional initiation fee. There is no procedure to exclude them at this time, however, and therefore a special instruction to ERD will be required from the Department.
- (3) Confidential designation must be accomplished by letter from the Department.
- (4) There is a definite commitment from the City to cooperate as much as is feasible to ensure proper collection and transmittal of fees to the Union. The existing systems do not readily accomplish this task. Complete accuracy is not expected until the new Payroll System is implemented.
- (5) No amendments to current Agency Shop arrangements are foreseen at this time.
- (6) Copies of the final SEIU agreement are not yet available.
- (7) Enrollment forms are to be completed at the point of hire. The current form is soon to be revised. Fees will be deducted even if signed authorization is not obtained from the employee.
- (8) When incorrect deductions are made and a refund is needed call Anne Busch at ERD.
- (9) When a final copy of the MOU is available, instructions concerning sign-off procedures will be issued.
- (10) Plumbers - notable provisions
 - a) 4 pairs coveralls be provided - funds budgeted, contact Controller
 - b) safety equipment be provided for welding and plastic pipe
 - c) Sewage premium for class 7347
- (11) Sheetmetal - notable provisions
 - a) protective coveralls
 - b) raw sewage premium
 - c) tool insurance
- (12) SEIU - notable provisions
 - a) Holidays - for employees regularly scheduled to work both Christmas and New Years Day, give at least one off.
 - b) If the Federal or State Government adopts Martin Luther King's birthdate as a holiday - the City will also.
 - c) Promotions. Employees laid off to a lower class and subsequently rehired will now have time in the lower class applied for purposes of seniority increments in the higher class.
 - d) Lay Offs due to lack of funds. Thirty days notice required. Also must meet and confer with Union on Alternatives to Layoff.
 - e) Grievance Procedures. The Board of Supervisors urges the Department to meet with the Union for the purpose of establishing a complaint resolution process with binding arbitration as the last step.

DOCUMENTS DEPT.

OCT 5 1983

SAN FRANCISCO
PUBLIC LIBRARY

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Public Library
Documents Division

Special Meeting

Notice

DOCUMENTS DEPT.

SEP 19 1983

Personnel Council Meeting

SAN FRANCISCO
PUBLIC LIBRARY

September 21, 1983

9:00 A.M.

Department of Social Services

170 Otis Street

-8th Floor Conference Room

Agenda:

- (1) City Wide MOU - Milton Mares

75
SF Civil Service Personnel Committee Minutes
Date: 9/21/83

Present: Vernon Nulph - Airport
Herm Alcalde - DPW
Jerry Turay - SFUSD
Mary Smith - DPH
Milt Mares - ERD
Demo Adams - CSC
Thelda Poteet - DPH
Jim Horan - DSS
Rudy Hernandez - Retirement
Ilze Rezenberg - City Planning

Shong Tay - War Memorial
Rose Randolph - DSS
Ed Gazzano - DPH
Dennis Ruel - ERD
Anne Busch - ERD
Karen Peterson - Adult Prob.
Marsha Ramirez - Port
Connie Suez - CSC
Deborah Wolfe - Retirement

Minutes:

City Wide MOU

Binding provisions were reviewed by Mr. Mares. For convenience Ed Gazzano's "Management Proposals" list was utilized. This list no longer matches either the SEIU or Local 21 Agreement by paragraph number. The attached reduced copy designates the item to be either Bd. (Board of Supervisors) or Department. When in doubt contact ERD.

MOU sign-off procedures. Milt Mares and James Horan will confer to establish an expeditious procedure. It is anticipated that each Department will receive a signoff copy to be returned to ERD.

Anne Busch indicated she would develop an Agency Shop Workshop for Department staff in the near future.

Grievance Rule

Demo Adams announced a tentative meeting on Rule 34 for October 13 in Room 110B War Memorial. A notice will go out.

DOCUMENTS DEPT.

OCT 5 1983

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PUBLIC LIBRARY

PROPOSAL NO.

BRIEF DESCRIPTION

COMMENTS

DEPT — 9. (18)	Allows shop stewards to make appearances at departmental orientation sessions.	No departmental control on number of stewards, amount of time allowed, or release time.
DEPT — 10. L-21 (18)	Allows shop stewards to interview employees during employees' duty time when investigating or processing a grievance.	This is a blank check for Union stewards to disrupt the work force. No departmental control allowed to restrict shop stewards activities during work time.
BD — 14.	Establishes a panel comprised of a representative of the Employee Relations Division and the Union to arbitrate disputes concerning Union access rules.	This panel is one-sided in that it contains Union representation but no departmental representation. Objected to this during negotiations without success.
DEPT — 22.	Requires assignment of overtime on a voluntary, rotational basis with due consideration given to seniority. Requires inspection of departmental overtime records by the Union.	Restricts departmental discretion in assigning overtime. Requires inspection of our overtime records without restrictions or limitations.
BD — 42. (9)	Departments are urged to meet and confer with the Union to establish binding arbitration for disciplinary actions.	Could eliminate Department Heads' authority to discipline employees.
DEPT — 45. L-21 (49)	Requires the Department to meet and confer to reach an agreement on work load standards and to provide the Union all information relating to staff levels and work load.	Department proposed elimination of this language to no avail. May require Department to negotiate staffing levels.
DEPT — 46.	Establishes procedure for employees to refuse to perform hazardous or unsafe tasks or enter unsafe or hazardous areas.	Major difference between this new contract and current one is that now employees who claim a task or work area is hazardous or unsafe must be reassigned even if the Department disagrees with the employee's claim, pending resolution of the matter through the Grievance Procedure.
DEPT — 49. L-21 (50)	Requires a 30-day notice prior to a layoff. Requires the Union receive copies of layoff notices; requires meet and confer prior to layoff to discuss alternatives to layoff.	A 30-day advance notice of layoff is difficult to achieve in most cases. Copies of layoff notices may violate right to privacy and requires more paperwork. Meet and confer to discuss alternatives to layoff involves non-negotiable issues such as the organization of the service and the budgetary process.
DEPT — 50.	Authorizes the Union to establish vending machines in employee work areas.	Unlimited Union access to work areas. Will reduce proceeds from departmental vending machines for patient benefits at LHM and volunteers at SFGHMC.
? — 63. L-21 (48) UNDECIDED	Requires Department to request a supplemental appropriation whenever a temporary assignment outside of classification will exceed 30 days.	Takes away management discretion in submitting supplementals. Would prevent current practices of voluntary assignments and rotation of assignment among several employees. Makes determination of working out of classification subject to binding arbitration instead of the Civil Service Commission.
BD — 66. L-21 (211)	Establishes a committee to study employee health education programs. Provides release time for Union members.	No departmental approval allowed for release time. Can be easily abused.
DEPT — 69. L-21 (224)	Allows employees to make copies of their personnel files.	Appears to prevent the Department from charging for such copies.
L-21 (225)	Requires that all materials in the personnel file be signed and dated by the employee. Author must sign and date all material in the file.	This would appear to include normal business records such as payroll records, Civil Service forms, etc.
L-21 (228)	Requires the Department furnish the Union with statistical information on assaults on employees.	This would require more administrative work.
DEPT — 71.	SFGHMC and LHM are required to meet and confer with the Union concerning better utilization and better security of lounge and locker areas and provide more lockers.	We told negotiators during the negotiations that there was no possibility of more lockers at SFGH.
DEPT — 72. L-21 (229)	Will require that we post notices of every vacancy in the Department at each separate work location for five days. Requires each notice describe the position, location, starting and quitting time, and description of the work.	This will substantially increase the amount of work for the Department's Personnel staff. There are simply too many vacancies at any one time for which notices must be distributed and posted.
DEPT — 90. L-21 (188)	Will require departments to develop light duty assignments for disabled and pregnant employees.	We told negotiators we did not have any light duty assignments. This is very time consuming and our effort will be subject to binding arbitration.

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Public Library
Documents Division

Notice

Personnel Council Meeting

10/5/83

10:00AM

DOCUMENTS DEPT.

OCT 5 1983

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PUBLIC LIBRARY

MAIN LIBRARY

LIBRARY COMMISSION ROOM

- AGENDA: (1) Agency Shop Implementation - Union Viewpoint
- Paul Varicalli
- (2) Report on Council of Human Resource Managers
- Al Schaaf
- (3) Personnel Council Mailing List
- Vernon Nulph

MINUTES OF PERSONNEL COUNCIL MEE

10 / 5 / 83

Present: James Horan-DSS, Alice Villagomez-DPW, Connie Suez-CSC, Ilze Rosenberg-City Planning, Pat Gibbons-CSC, Shong Tay- War Memorial, Demo Adams-CSC, Roberta Fazande-MOET, James Hart-DA, Betty Thomas-CSC, Vernon Nulph-Airport, Paul Varicalli-Union.

* * *

Agency Shop. Paul Varicalli presented the Union's viewpoint on agency shop as well as an historical perspective on the emergence of agency shop and its impact upon the City and County. He stressed a non-confrontative approach to worker/management problems, emphasizing the mutual benefit of resolving issues in a way that all parties could live with the result. Refer employees with questions related to Union fees/benefits to Paul Varicalli: 465-0120, 673-8755.

Council of Human Resource Managers. Al Schaaf reported that an organizational was held on 9/28/83 to elect a Board of Directors. The Board is: Ed Gazzano, Andrea Courdine, James Horan, Vernon Nulph, Marsha Ramirez, Al Schaaf, Al Walker. It was decided that the Board would meet to draft a set of rules or bylaws to govern its actions. The Board also elected officers: President/Chair-Al Schaaf, Vice-President-Al Walker, Secretary-Vernon Nulph.

Personnel Council Mailing List. If you wish to remain on or be added to the mailing list, notify Vernon Nulph. The new list will be used in November.

* * *

Agenda for November 2 calendar:

1. Election of new interim officers.
2. Presentation on Payroll/ Personnel System.

DOCUMENTS DEPT.

OCT 12 1983

SAN FRANCISCO
PUBLIC LIBRARY

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Note: There will be a meet and confer session with the Union on October 13, 1983 in Room 110B of the War Memorial. Attached is a copy of the Union's counterproposal on Rule 34: Grievance Procedure.

* * *

United Public Employees Local 390/400

Affiliated with the Service Employees International Union and the United AF of CIO Union in California



September 20, 1983

PAUL VERACELLI
Executive Director
527 Grand Avenue
Oakland CA 94610-3609
Phone 468-8138
240 Golden Gate Avenue
San Francisco CA 94102-3785
Phone 873-8788

TO: ALL S F RECOGNIZED EMPLOYEE ORGANIZATIONS

RE: AN OCTOBER 11 GET-TOGETHER ON GRIEVANCE PROCEDURE, OTHER MATTERS

Dear Brothers & Sisters,

On September 13, some 15 representatives of S F Employee Organizations got together at our headquarters to review negotiations currently in progress with Civil Service over a Grievance Procedure (Rule 34). We came up with a unified position which we believe is structured in such a way as may serve all of our various interests.

A copy is enclosed, along with the present Civil Service position, and a Summary Sheet explaining the differences.

We also discussed participation in the Work Improvement Project (WIP) Workshop sat for Wednesday, October 12, at Stern Grove, and urged all unions to send a Representative. Please call Barbara Schreager, Project Coordinator, at 552-5654 for further details. The Mayor and various Department Heads will also be in attendance.

We also talked about items like the new Payroll/Personnel System; Agency Shop Implementation; BASC Survey, Elimination Thereof; Personnel Services Contracts; November Politics; Personnel Officer Liaison. Further reports will be made on all of these matters (and any other matters you care to discuss) at the next meeting scheduled as follows:

DATE: TUESDAY, OCTOBER 11
TIME: 9:00 to 11:00 A M
PLACE: 390/400 Hdqtrs, 240 Golden Gate, SF

We'll have coffee and rolls. We look forward to seeing those who were able to make the very first session--and those who can join us in October.

NOTE: The next Bargaining Meeting with Civil Service on the Grievance Procedure is scheduled for THURSDAY, OCTOBER 13, 9:00 A M.

attchs
cc Staff
upe1390/400eflcio

City and County of San Francisco

Civil Service Commission



Mr. Paul Veracelli
Executive Director
SEIU Local 390/400
240 Golden Gate Avenue
San Francisco, CA 94102

Dear Mr. Veracelli:

SUBJECT: PROPOSED AMENDMENTS AND ADOPTION TO GRIEVANCE PROCEDURE, RULE 34.

The next regular meet and confer session on Rule 34 is scheduled for Thursday, October 13, 1983, at 10:30 a.m. in Room 110B of the War Memorial. Any written proposals or other related documents you might wish to submit prior to the meeting are welcome by this office.

Very truly yours,

Patrick J. Gibbons
Civil Service Commission
Employee Relations

PJG/sfm





UNIONCALL
and Service
San Francisco
and CA 94102-3000
in 415-471-0100
San Francisco
San Francisco CA 94102-3700
in 415-471-0100

October 4, 1983

to: Deo Adams, Asst Division Mgr
Labor Relations
Civil Service Commission
City & County of San Francisco
Room 151 City Hall
San Francisco CA 94102

Re: THE UNIONS' MODERATE COUNTERPROPOSAL ON A GRIEVANCE PROCEDURE

Dear Deo:
As promised, I am attaching a copy of the referenced Counterproposal on a Grievance Procedure (Rule 34) as drafted by the Unions representing city employees at our September 13 meeting.

I also have my Memo from Pat Gibbons of September 23 reminding us of the next meeting with your Committee which we have scheduled for Thursday, October 13, 10:30 a.m., Room 1108 of the War Memorial. We'd appreciate it if you could make the Room available to us around 9:00 o'clock so we may meet prior to your arrival.

Finally, I trust you will, as the Host Committee, make the necessary arrangements for some good coffee and breakfast rolls.

See you the 13th.

Sincerely Yours,
Paul Versaloff
Paul Versaloff

Attachment
to: S P Unions/S P Personnel Council
UP390/400, office

TO: CITY EMPLOYEES (SF) (SF)

RE: DIFFERENCES IN GRIEVANCE PROCEDURE PROPOSALS

34.01 PURPOSE OF THE GRIEVANCE PROCEDURE - C.S. says purpose is to provide a "procedural" method for resolving a Grievance; Unions add it should also be "fair and impartial".

34.02 DEFINITIONS -

- A. Grievance - C.S. narrowly interprets the scope of a Grievance, then goes on to limit the scope further to exclude matters which are not contained in MOUS (like disciplinary procedures, terminations, etc.). Unions propose general definition, which includes rules, regulations, etc. (which would cover departmental categories).
- B. Appointing Officer - Same position of both parties.
- C. Designated Departmental Representative - C.S. says it is a designee to hold hearings. Unions describe as an individual having the Appointing Officer's authority.
- D. Employee - C.S. says anyone in the classified service. Unions leave "classified" out of description.
- E. Immediate Supervisor - Same position of both parties.
- F. Intermediate Supervisor - Same position of both parties.
- G. Memorandum of Understanding - Same position, except Unions say MOU becomes effective only after involving Union officials, in addition to the determining SF body or official.
- H. Representative - Same position of both parties.

34.03 INFORMAL RESOLUTION - C.S. says it is mandatory. Unions say it should be permissive; also latitude to go higher than immediate supervisor.

34.04 GENERAL PROVISIONS

- A. C.S. says Form developed by GH, Personnel. Unions say OK on Unrepresented, but Union involved where it has bargaining rights.
- B. C.S. asks for a lot of detail/rationale in stating the Grievance. Unions is more general.
- C. Responses of departmental reps language is same by both C.S. & Unions.
- D. Unions language puts more responsibility on supervisors or other reps as to their authority.
- E. Versaloff - Unions language allows unilateral movement to higher steps if either party believes decisionmaking authority is higher.
- F. C.S. says Appointing Officer could add more steps. Unions say it has to be done with concurrence of either the employee or the representative.

more

Page 2 - Differences in Grievance Procedure Proposals - 9/13/83

- G. C.S. says Grievance must be filed within 7 days of occurrence, or 7 days from when the grievant should have become aware. Unions propose 30 days from occurrence, or 30 days of date when grievant could have been aware of occurrence.
- H.1. C.S. says grievance goes to next step if department doesn't follow time limits, and grievant loses if he/she files late. Unions say department loses grievance if it files late as well.
- J. Time limits extended by mutual agreement--Unions include authority of representative, better language.
- K. C.S. limits witnesses. Unions allow witnesses requested by either party, and straight time pay for witnesses who are also employees.
- L. Looks like C.S. added a redundant last sentence after response of immediate supervisor, otherwise language same.
- 34.05 C.S. didn't have a 34.05 assigned to this Section, so Unions gave it a number and title "Steps/Processing of Grievances".
 - Step 1 - Same basic position, but less language with Unions.
 - Step 2 - C.S. provides exception in 34.06 relating to funding issues which would go to Employee Relations/Chief Negotiator. Unions make no exceptions.
 - Step 3 - C.S. continues option of Appointing Officer to create additional step. Unions have no reference to option.
 - Step 3 - Unions designate Appointing Officer as Step 3, and mandate hearing unless waived by grievant/union, and require response within 5 days of hearing. C.S. language fuzzy; also provides someone designated by Appointing Officer to hold hearing and requires mutual waiver of hearing.
 - Step 4 - Unions propose Adjustment Board as a Step short of arbitration, which must get concurrence of both parties before implementation, and spells out designation process. Also allows for "any other dispute-resolving mechanism" by mutual agreement short of arbitration.
 - Step 5 - Unions language clearer about submittal to arbitration, and demand is by representative instead of grievant. Unions spell out "Skelly" hearing procedure in the case of intended discipline. C.S. would continue current prerogative of depts by earlier exclusion.
- 34.06 EXCEPTION TO THE GRIEVANCE PROCEDURE STEPS - C.S. proposes temporary bypass to "Chief Negotiator" if funding involved. Unions have no counter.
- 34.07 SELECTION OF THE ARBITRATOR - C.S. has panel submitted by the Civil Service Commission. Unions have panel submitted by State Conciliation Service, further language.

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- 34.08 COST OF ARBITRATION - C.S. says loser pays all, and transcription cost borne by party requesting same, unless contrary agreement reach by mutual consent.
Unions propose 50/50 sharing of cost of arbitrator and court reporter, unless prior agreement on loser pays all.
- 34.09 AUTHORITY OF ARBITRATOR - C.S. proposes narrow authority. Unions are more expansive, and also provide for "immediate Arbitration" to expedite cases where delay would cause harm to the grievant.

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34.01 PURPOSE OF THE GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to improve employer-employee relations, and to provide any employee a procedural method whereby a grievance, as defined in this Rule, may be resolved in a uniform, expeditious and orderly manner.

PURPOSE OF THE GRIEVANCE PROCEDURE

The purpose of the grievance procedure is to improve employer-employee relations, and to provide any employee or recognized employee organization a procedural, fair and impartial method whereby a grievance, as defined in this Rule, may be resolved in a uniform, expeditious and orderly manner.

34.02 DEFINITIONS

A. Grievance as used in this Rule shall mean a complaint filed by an employee or on an employee's behalf by a representative alleging a violation concerning the interpretation or application of a specific provision of an agreement occurring after its effective date.

A.1. Grievances shall only be considered on matters within the authority of the Appointing Officer to act, and shall concern the interpretation or application of working condition provisions found in one or more of the following documents:

A.1.a. A valid memorandum of understanding or letter of understanding of the Board of Supervisors, which is applicable to the classification of the grievant;

A.1.b. A valid Departmental Memorandum of Understanding which is applicable to the classification of the grievant. OR;

DEFINITIONS

A. Grievance. A Grievance shall be defined as any dispute which involves the interpretation or application of a Memorandum of Understanding, the Charter, and such rules, regulations and ordinances presently in force, or as may be adopted from time to time, and as are applicable to the Grievant or Certified Representative within established units.

34.02 A.1.b A valid Departmental Memorandum of Understanding which is applicable to the classification of the grievant, OR;

(Cont.)

A.1.c. A valid Ordinance or Resolution of the Board of Supervisors.

A.11.a. No grievance under this Rule shall be considered on the following:

A.11.a. Disciplinary actions, or other matters of a disciplinary nature which are under the jurisdiction of the department head.

A.11.b. Personnel matters where Charter authority or Civil Service Rules provide a different appellate process, including, but not limited to:

1. position classifications;
2. examinations;
3. discrimination complaints subject to Charter Section 3.66(c) and Civil Service Rule 1, Sec 1.03;
4. performance evaluations established pursuant to Charter Section 3.66(b);
5. Civil Service Rules, unless the specific Rule provides for the use of the Grievance Procedure;
6. Any other matter not specifically identified as a matter on which a grievance may be considered.

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34.02 B. Appointing Officer. The head of an organization unit having appointive authority within the organization unit and the powers of a department head as defined in Section 3.501 of the Charter.

C. Designated Departmental Representative. An individual designated by the Appointing Officer to conduct hearings in accordance with Step 4 of the Grievance Procedure.

D. Employee. Any City and County employee in the classified service, including the San Francisco Unified School District and the San Francisco Community College District, regardless of status.

E. Immediate Supervisor. The individual who directly assigns, reviews or supervises the work of an employee.

F. Intermediate Supervisor. The next higher supervisor in the organizational pattern of the department, as determined by the Appointing Officer.

G. Memorandum of Understanding. A written statement incorporating all matters within the scope of representation agreed on through meeting and conferring between designated representatives of the City and County and representatives of one or more recognized employee organizations.

more

B. Appointing Officer. The head of an organization unit having the appointive authority within the organization unit and the powers of a department head as defined in Section 3.501 of the Charter.

C. Designated Departmental Representative. An individual designated by the Appointing Officer with authority to act in behalf of the Appointing Officer through the appropriate level of the Grievance Procedure.

D. Employee. Any City and County employee in the service, including the San Francisco Unified School District and the San Francisco Community College District, regardless of status.

E. Immediate Supervisor. The individual who directly assigns, reviews, or supervises the work of an employee.

F. Intermediate Supervisor. The next higher supervisor in the organizational pattern of the department as determined by the Appointing Officer.

G. Memorandum of Understanding. A written statement incorporating all matters within the scope of representation agreed on through meeting and conferring (negotiating) between designated representatives of the City and County and representatives of one or more employee organizations certified as the bargaining agent of one or more units.

CIVIL SERVICE POSITION

UNIONS' POSITION

34.02
(Cont.)

G. (Cont.) The agreement stated in the memorandum becomes effective only if ratified by the determining body or official of the City and County. For the purpose of this grievance procedure, the "City and County" includes any department, board or commission thereof, the San Francisco Unified School District and the San Francisco Community College District.

H. Representative. An employee organization representative and/or any individual who appears at the request of and on behalf of the grievant.

34.03

INFORMAL RESOLUTION

Prior to filing a grievance, the employee shall discuss the potential grievance with the employee's immediate supervisor in order to resolve the matter informally.

G. (Cont.) The agreement stated in the memorandum becomes effective only if ratified by the determining body or official of the City and County, and the recognized employee organization signatory to such Memorandum of Understanding. For the purpose of this grievance procedure, the "City and County" includes any department, board or commission thereof, the San Francisco Unified School District and the San Francisco Community College District.

H. Representative. An employee organization representative and/or any individual who appears at the request of or in behalf of the grievant.

INFORMAL RESOLUTION

Prior to the filing of a formal, written grievance, an employee and/or his/her representative, may discuss the complaint with the employee's immediate or intermediate supervisor, appointing officer or other appropriate management representative in an effort to resolve the matter informally.

more

CIVIL SERVICE POSITION

UNIONS' POSITION

34.04

GENERAL PROVISIONS

A. All grievances shall be filed in writing, on forms prescribed by the General Manager, Personnel, and shall be submitted in writing at each subsequent step of the procedure. Grievances filed in any other manner will not be considered.

B. The grievance shall contain a plain and concise statement describing the circumstances surrounding the alleged grievance and the specific subdivision(s) or section(s) of the written documents alleged to have been violated. The grievance shall also state the redress sought by the grievant and the effort made to resolve the grievance in an informal manner.

C. Responses by departmental representatives at each step of the grievance procedure, excluding the initial informal discussion, shall be in writing and shall specify the reasons for concurring with or denying the grievance.

D. Appointing Officers shall designate the appropriate supervisor or administrator to respond to the grievance.

E. The steps in the procedure set forth below shall be followed, unless it is agreed between the parties the grievance should be initiated at a higher step of the procedures, or moved to a lower step, for consideration.

GENERAL PROVISIONS

A. All grievances shall be filed in writing, on forms prescribed by the General Manager, Personnel. In the case of employees represented by Unions, such forms shall be mutually developed between the GM, Personnel, and such Union(s).

B. The Grievance Form shall contain the general nature of the grievance, along with the specific provisions of any written documents alleged to have been violated. The grievant shall also state the remedy sought to resolve the grievance.

C. Responses by departmental representatives at each step of the grievance procedure, excluding the initial informal discussion, if any, shall be in writing and shall specify the reasons for concurring with or denying the grievance.

D. Appointing Officers may designate an appropriate supervisor or other representative having authority to respond to and resolve any grievance.

E. The Steps in the Procedure set forth below shall be followed, notwithstanding the right and desirability of the employee, representative or departmental representative to waive submittal at any step if the case involves decision-making at a higher administrative level.

more

CIVIL SERVICE POSITION

UNIONS' POSITION

34.04

F. The Appointing Officer may add additional intermediate steps as part of the procedural steps.

G. Grievances shall be filed at Step 1 within seven (7) working days of the occurrence prompting the grievance, or within seven (7) working days of the date on which the grievant first should have become aware of the occurrence.

H. If the supervisor or Appointing Officer fails to respond within the required time limits, set forth in Section 34.04, the grievant may submit the grievance to the next higher Step 1.

I. If the grievant fails to submit the grievance to the next higher step within the required time limits, the grievance shall be considered resolved.

J. The time limits set forth in this grievance procedure may be extended by mutual agreement in writing between the Appointing Officer or appropriate supervisor and the grievant.

K. The number of witnesses providing substantially the same information may be limited at the hearing by the Supervisor, Appointing Officer or the Arbitrator.

F. The Appointing Officer, upon concurrence of the employee or representative, may add additional intermediate procedural steps.

G. Grievances shall be filed at Step 1 within thirty (30) working days of the occurrence prompting the grievance, or within thirty (30) working days of the date on which the grievant should have become aware of the occurrence.

H. Should the departmental representative fail to respond within the required time limits, the grievance shall be deemed to have been resolved in favor of the grievant at the remedy sought.

I. Should the grievant or representative fail to present the grievance to the next higher step within the required time limits, the grievance will be considered to have been withdrawn.

J. The time limits set forth in this grievance procedure may be extended by mutual agreement in writing, at any step, between the departmental representative and the grievant and/or representative.

K. Parties who may have direct knowledge of circumstances relating to the grievance may be present at the request of either party during any step of the procedure. In the case of employees, they shall be compensated at their regular rate of pay for actual time spent in such meetings.

more

CIVIL SERVICE POSITION

34.04 L. The grievant shall have the right to consult with, and be assisted by, a representative of the grievant's own choice in all succeeding steps of the grievance procedure. The immediate supervisor shall respond within five (5) working days of receipt of the grievance.

34.05 Step 1 - Immediate Supervisor

If an employee is unable to resolve a matter informally and desires to pursue this grievance procedure, the employee shall submit the grievance to his or her immediate supervisor, with copies to the parties specified on the prescribed grievance form. The immediate supervisor shall respond within five (5) working days of receipt of the grievance.

UNIONS' POSITION

L. The grievant shall have the right to consult with, and be represented by, a representative of the grievant's own choice in all steps of the grievance procedure.

M. In the case of grievances submitted within certified bargaining units, the certified bargaining representative shall be a party to all grievances and settlements filed pursuant to this Section. Notice of any settlements or of any disciplinary action and/or hearing shall be forwarded simultaneously to the Certified Representative.

STEPS/PROCESSING OF GRIEVANCESSTEP 1 - Immediate Supervisor

The employee/representative may present the grievance to the immediate supervisor, with copies to the parties as may be specified on the Form. Such supervisor shall respond within five (5) working days of such presentation.

NOTE

CIVIL SERVICE POSITION

34.05 Step 2 - Intermediate Supervisor

(cont.) (Except as provided in Section 34.06)

If the decision of the immediate supervisor is unsatisfactory to the grievant, the grievant shall, within five (5) working days of the receipt of the immediate supervisor's decision, submit the grievance to the intermediate supervisor. The intermediate supervisor shall respond within five (5) working days of receipt of the grievance.

Step 3 - Additional Intermediate Supervisor(s)

(Only applicable in accordance with Section 34.05 F)

If the decision at the preceding step is unsatisfactory to the grievant, the grievant shall, within five (5) working days of receipt of the first intermediate supervisor's decision, submit the grievance to the next designated intermediate supervisor. The next designated supervisor shall respond within five (5) working days of receipt of the grievance.

UNIONS' POSITION

Step 2 - Intermediate Supervisor

If the response of the immediate supervisor is unsatisfactory, the grievant/representative may, within five (5) working days of receipt of the grievance, submit the grievance to the intermediate supervisor. The intermediate supervisor shall respond within five (5) working days of receipt of the grievance.

NOTE

CIVIL SERVICE POSITION

34.05 Step 4 - Appointing Officer

(cont.)

If the decision at the preceding step is unsatisfactory to the grievant, the grievant shall, within five (5) working days of receipt of the last designated supervisor's decision, submit the grievance to the Appointing Officer. The Appointing Officer shall, within ten (10) working days of receipt of the grievance, arrange to conduct a hearing on the grievance and the grievant shall be so notified.

Alternatives:

A. The Appointing Officer may authorize the Designated Departmental Representative to conduct the hearing in which case the decision of the Designated Departmental Representative shall only be issued after review and approval by the Appointing Officer, OR:

B. By mutual agreement between the Appointing Officer and the grievant, the hearing may be waived. In such instance, the Appointing Officer shall issue a decision based upon review and examination of the case file.

UNIONS' POSITION

Step 3 - Appointing Officer

If the response of the intermediate supervisor is unsatisfactory, the grievant/representative may, within five (5) working days of receipt of the grievance, submit the grievance to the Appointing Officer. The Appointing Officer shall, within ten (10) working days of receipt of the grievance, hold a hearing on the matter, unless such hearing is waived by the grievant/representative, and shall thereafter respond within five (5) working days of such hearing, in writing, specifying his/her reasons for concurrence or denial of the grievance.

Step 4 - Adjustment Board

Should the grievance remain unresolved, the Appointing Officer and the grievant/representative may, by mutual agreement establish an Adjustment Board to hear the dispute. Such Board shall be comprised of two (2) members designated by the Appointing Officer, and two (2) members designated by the grievant/representative. No Board member may be employed, or involved in, labor relations within the department. The Adjustment Board may, by majority vote, render a final and binding decision to resolve the dispute upon conclusion of a hearing.

NOTE: Any other dispute-resolving mechanism may be substituted for the foregoing by mutual agreement between the parties before invoking the Arbitration provisions of this Procedure.

NOTE

CIVIL SERVICE POSITION

34.05 Step 5 - Arbitration

(cont.) If the decision of the Appointing Officer or the Designated Departmental Representative is unsatisfactory to the grievant, the grievant shall, within ten (10) working days of receipt of the decision, request that the grievance be submitted to arbitration.

34.06 EXCEPTION TO THE GRIEVANCE PROCEDURE STEPS

In cases where an employee files a grievance concerning the department's failure to implement a written working condition provision as set forth in a valid Board of Supervisors' Memorandum of Understanding or Letter of Understanding, Ordinance or Resolution, and the immediate supervisor responds that the department has not implemented the provision due to lack of funds appropriated by the Board of Supervisors, the grievant may, within five (5) working days of the receipt of the immediate supervisor's decision, forward the grievance to the Chief Labor Negotiator.

In such cases, the Chief Labor Negotiator shall attempt to informally resolve the grievance to the mutual satisfaction of the parties. If informal resolution is not possible, the Chief Labor Negotiator shall return the grievance to Step 2 of the procedure.

more

UNIONS' POSITION

Step 5 - Arbitration

If the response of the Appointing Officer is unsatisfactory, or the parties are unable to resolve the matter at Step 4, the representative may, within ten (10) working days of receipt of the Appointing Officer's response (or in the event of no majority vote if Step 4 is applied), advise of intent to submit the matter to arbitration.

PROCESSING OF DISCIPLINARY GRIEVANCES. Grievances filed alleging discipline without just cause shall be heard within ten (10) working days at Step 3 of this procedure. Except in extreme cases—gross insubordination; assault; influence of alcohol or non-prescribed narcotics; sabotage—disciplinary action shall be held in abeyance until the matter is heard. "Shelley" procedures concerning prior notification, specificity, representation, etc shall apply.

Should the hearing fail to resolve the matter, the grievance may be processed further to Step 4 and/or 5.

CIVIL SERVICE POSITION

34.07 SELECTION OF THE ARBITRATOR

Arbitrators shall be chosen as follows: The arbitrator shall be selected by the Appointing Officer from a list of qualified arbitrators certified by the Civil Service Commission, such list to be kept current and to contain at all times at least three names.

34.08 COST OF ARBITRATION

The arbitrator's fees, witness fees and any other attendant fees shall be paid by the loser of arbitrated cases. Any costs incurred in transcribing the proceedings shall be borne by the party requesting such transcribing or reporting, unless a contrary agreement is reached by mutual consent of the parties.

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UNIONS' POSITION

SELECTION OF THE ARBITRATOR

Arbitrators shall be selected by mutual agreement between the appointing officer and the grievant/representative. In the event agreement is not reached on such selection within five (5) working days of receipt of the letter of intent to arbitrate, the parties shall jointly request a list of five (5) arbitrators from the California Mediation and Conciliation Service. Upon receipt of the list, the parties shall alternately strike names until one remains, and such person shall serve as arbitrator.

COST OF ARBITRATION

Expenses of the arbitrator and/or court reporter shall be borne equally by the parties unless, by prior agreement, the parties agree the losing party shall bear all such expenses.

CIVIL SERVICE POSITION

34.09 AUTHORITY OF THE ARBITRATOR

Except when a statement of facts mutually agreeable to the grievant and the Appointing Authority is submitted to the arbitrator, it shall be the duty of the arbitrator to hear and consider evidence submitted by the parties.

The decision of the arbitrator shall be final and binding in those matters properly before the arbitrator. The arbitrators' authority pursuant to the provisions of this grievance procedure shall be limited to a decision based on submitted fact or evidence presented and applicable law as to whether or not the City has properly interpreted and/or applied a provision relating to a condition of employment which is contained in a document as specified in Section 34.02 (A).

Further, the arbitrator shall have no power to amend or to recommend an amendment to any of the documents subject to the grievance procedure. If a dispute before the Arbitrator involves a claim for monetary payment to the grievant, the Arbitrator shall not be authorized to award a claim extending for more than sixty (60) calendar days retroactive from the date of decision.

UNIONS' POSITION

AUTHORITY OF THE ARBITRATOR

Except when the parties have stipulated the issue and facts of the grievance in advance and in writing, the arbitrator shall promptly hear and determine the grievance on its merits.

The decision of the arbitrator shall be final and binding on all parties.

NOTE: Either party may waive the time limits specified herein and proceed to immediate arbitration in any case where either party alleges the other is threatening to take an action in violation of any documents in so short a period of time as to disallow the other party from proceeding within said time limits. In any such case, the Arbitrator shall have full equitable powers to frame a decision, including an order to the party initiating the grievance to abide by the time limit provided in this Procedure; or a restraining order against the party threatening the action, or any other form of arbitration order that would resolve the matter in an equitable and just manner. In cases of immediate arbitration, no briefs shall be filed by either party.

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SF Civil Service
Commission
NOTICE

Public Library
John Frantz
City Librarian
JCF

Personnel Council Meeting

DOCUMENTS DEPT.

November 2, 1983
10:00 AM

NOV 2 1983
SAN FRANCISCO
PUBLIC LIBRARY

MAIN LIBRARY
LIBRARY COMMISSION ROOM

- AGENDA: (1) Presentation on Payroll/Personnel System
Jane Irwin/Tom Poulas
- (2) Election of Officers 11/83 - 5/84
- * Nomination may be made by phone to
 - * Jim Horan 557-5570
 - *
 - * Offices: Chair
 - * Vice Chair
 - * Secretary

NAME	TITLE	AGENCY	ADDRESS	TELEPHONE
Herman Alcide	Dir. Personnel/Staff Development	Public Works	Rm. 260, City Hall - 94102	558-3671
Vickie Arnold	Director Personnel	BP Housing Authority	400 Turk St. - 94102	573-5800 x547
Johnnie G. Ausbach	Director Personnel	Airport	P.O. Box 8097 - 94128	878-2187
Roderick Auyang	Manager, Classified Personnel	BP Unified School Dist.	135 Ven Mesa Ave. Rm. 116 - 94102	565-9256
John A. Barle	Personnel Director	Controller	Rm. 109, City Hall - 94102	558-3283
Patricia Cowan	Prin. Payroll & Personnel Clerk	Fire Department	260 Golden Gate, #297 - 94102	861-8000 x356
Donald W. Dickinson, Jr	County Clerk	County Clerk	Rm. 313 City Hall - 94102	558-4002
Robert P. Foy	County Clerk	County Clerk	3000 Market St. - 94103	558-4002
Robert P. Foy	County Clerk	County Clerk	1748 Market St. - 94103	558-4002
Edward M. Gassano	Personnel Director	Public Health	101 Grove St. - 94102	558-3042
Elizabeth Gerette	Principal Payroll Clerk	BP Police Dept.	850 Bryant, Rm. 113 - 94103	553-1281
Glenn G. Gifford	Administrative Assistant	District Attorney	Rm. 579, City Hall - 94102	553-1281
Mary King-Gorby	Coordinator	Comm/Status of Women	850 Bryant, Rm. 325 - 94103	553-1020
Jacquie Hale	Coordinator	Comm/Status of Women	1095 Market St.	558-3653
James Hart	Pr. Payroll/Personnel Clerk	District Attorney	850 Bryant, Rm. 325 - 94103	553-1854
Rudy Hernandez	Manager, Retirement Services	Retirement	770 Golden Gate	558-2515
Jim Horan	Personnel Officer	Social Services	P.O. Box 7988 - 94120	557-5570
Max Ismail	Personnel Officer	Rec/Part	McLaren Lodge, Stanyon & Pell	558-2860
Mary Jelenich	Payroll Supervisor	Civil Service	Rm. 520, City Hall - 94102	558-5316
Shirley Lewis	Personnel Officer	PUC	949 Presidio, Rm. 150 - 94115	558-3434
Monte R. Menzies	Classification Supervisor	Civil Service	646 Van Ness - 94102	558-5477
Roberta McDonough	Director of Training	Civil Service	Rm. 152, City Hall - 94102	558-2478
Daryl McGuire	Training & Procedures Supervisor	Controller	160 So. Van Ness - 94103	621-3834
John Murray	Dir. Personnel/Staff Development	BP Unified School Dist.	135 Ven Mesa - 94102	565-9234
Vernon Nijha	Manager, Personnel/Staff Development	Airport	P.O. Box 8087 - 94128	878-2187
Karin Peterson	Sr. Management Asst.	Adult Probation	880 Bryant, Rm. 200 - 94103	553-1689
Thelda Poteet	Sr. Dept. Personnel Officer	BP General Hospital	1001 Potrero Ave Ward 13, Bldg. 10 - 94110	821-5197
Donald J. Pistolesi	Asst. Division Manager	Civil Service	646 Ven Mesa Ave, Rm. 200 - 94102	558-3202
Martha Ramirez	Personnel Officer	Port Commission	Perry Building, Rm. 2000 - 94111	391-8000 x 308
Lise Rosenbery	Jr. Management Asst.	City Planner	450 McAllister, Rm. 403 - 94102	558-5111
Carol Sam	Sr. Personnel Analyst	Civil Service	Rm. 153, City Hall - 94102	558-2337
Alvin M. Schaaf	Personnel Officer	Laguna Honda Hospital	375 Laguna Honda Blvd - 94116	664-1580 x337
Yvette Stuart	Asst. Division Manager	BP General Hospital	1001 Potrero Ave Ward 13, Bldg. 10 - 94110	821-5197
Christine Suss	Admin. Asst. to General Manager	Civil Service	154-C City Hall - 94102	558-2587
Shirley Tay	Sr. Accountant	San Francisco	401 Ven Mesa Ave, Rm. 110 - 94102	621-4600
Bette Thomas	Sr. Personnel Analyst	Civil Service	Rm. 153, City Hall - 94102	558-2337
John Thomas	Personnel Assistant	Human Rights Commission	1095 Market Street #501	558-4901
James Turley	Personnel Officer	BP Unified School Dist.	135 Ven Mesa Ave. #116 - 94102	565-9256
Albert C. Walker	Asst. Secretary	Civil Service	Rm. 153, City Hall - 94102	558-2337
G. Evan Weath	Asst. Agricultural Commissioner	Weights & Measures	501 Arroyo St. Rm 109-A - 94124	558-3284
Deborah Wolfe	Retirement Analyst	Retirement	770 Golden Gate	558-2515
Ray Wong	Coordinator	BP Police Dept.	850 Bryant St., Rm. 15 - 94103	553-1805

DOCS

NOTICE

Personnel Council Meeting

November 2, 1983

10:00 AM

DOCUMENTS DEPT.

NOV 2 1983

SAN FRANCISCO
PUBLIC LIBRARY

MAIN LIBRARY

LIBRARY COMMISSION ROOM

- AGENDA: (1) Presentation on Payroll/Personnel System
Jane Irwin/Tom Poulas
- (2) Election of Officers 11/83 - 5/84
- * Nomination may be made by phone to
 - * Jim Horan 557-5570
 - *
 - * Offices: Chair
 - * Vice Chair
 - * Secretary

NAME	TITLE	AGENCY	ADDRESS	TELEPHONE
Harlan Alcide	Dir. Personnel/Staff Development	SP Housing Authority	Rm. 2640, City Hall - 94102	550-3571
Wickie A. Auld	Director Personnel	Airport	400 Turk St. - 94102	571-5800 #547
John G. Auerbach	Manager, Classified Personnel	SF Unified School Dist.	P.O. Box 8097 - 94128	876-2187
Roderick Auyang	Personnel Director	Controller	135 Van Ness Ave. Rm. 116 - 94102	565-9256
John A. Burke			Rm. 109, City Hall - 94102	558-3283
Petrick Cowan	Prin. Payroll & Personnel Clerk	Fire Department	260 Golden Gate, #397 - 94102	861-0000 #356
Donald W. Dickinson, Jr.	County Clerk	County Clerk	Rm. 313 City Hall - 94102	558-4082
Edmond Fong	Head Accountant	SF Comm. College Dist.	33 Oough Street - 94103	238-3023 #16
Robert F. Frassette	Personnel Officer	WOMAN'S CLUB	1846 Market - 94102	558-3922
Edward M. Ganssbo	Personnel Director	Public Health	101 Grove St. Rm. 212 - 94102	558-3062
Elizabeth Gerette	Principal Payroll Clerk	SF Police Dept.	850 Bryant, Rm. 513 - 94103	553-1281
Moran Gilli Gurvey	Certification Supervisor	Civil Service	Rm. 528, City Hall - 94102	558-2651
John G. Hays	Administrative Assistant	Com/Bureau of Women	Rm. 528, City Hall - 94102	571-5800
Jacqueline Hale	Coordinator	District Attorney	1095 Market St. - 94103	558-3653
James Hart	Sr. Payroll/Personnel Clerk		850 Bryant, Rm. 325 - 94103	553-1854
Rudy Hernandez	Manager, Retirement Services	Retirement	770 Golden Gate	558-2515
Jim Horen	Personnel Officer	Social Services	P.O. Box 8087 - 94128	558-3570
John H. Horen	Personnel Officer	Police	McClister, Standen & Pell	558-3570
Mary Jo Janlich	Payroll Supervisor	Civil Service	Rm. 520, City Hall - 94102	558-5316
Ship Lewis	Personnel Officer	PUC	949 Presidio, Rm. 150 - 94115	558-3434
Monte R. Manoir	Classification Supervisor	Civil Service	646 Van Ness - 94102	558-5477
John McLaughlin	Training & Procedure Supervisor	Civil Service	157 City Hall - 94102	558-5477
Daryl McGuire	Dir. Personnel/Staff Development	Controller	160 So. Van Ness - 94103	421-3834
John Murray	Manager, Personnel/Staff Development	SF Unified School Dist.	135 Van Ness - 94102	565-9234
Vernon Mulph		Airport	P.O. Box 8087 - 94128	876-2187
Karin Peterson	Sr. Management Asst.	Adult Probation	880 Bryant, Rm. 200 - 94103	153-1609
Thalia Petek	Sr. Dept. Personnel Officer	SF General Hospital	1001 Potrero Ave Ward 13, Bldg. 10 - 94110	921-5197
Donald J. Pistolesi	Asst. Division Manager	Civil Service	646 Van Ness Ave, Rm. 200 - 94102	558-2302
Martha Ramirez	Personnel Officer	Port Commission	Perry Building, Rm. 2000 - 94111	391-0000 # 308
Ilse Rosenber	Jr. Management Asst.	City Planner	450 McAllister, Rm. 403 - 94102	558-5111
Carol Sam	Sr. Personnel Analyst	Civil Service	Rm. 153, City Hall - 94102	558-2327
Alvin M. Schaefer	Personnel Officer	League Honda Hospital	375 League Honda Blvd - 94116	668-1500 #337
Tvette Stuart	Asst. Division Manager	SF General Hospital	1001 Potrero Ave Ward 13, Bldg. 10 - 94110	921-5197
Connie Sues	Admin. Asst. to General Manager	Civil Service	154-C City Hall - 94102	558-2587
Shing Tay	Sr. Accountant	War Memorial	401 Van Ness Ave, Rm. 110 - 94102	621-6600
Bette Thomas	Sr. Personnel Analyst	Civil Service	Rm. 153, City Hall - 94102	558-2327
John David Trener	Management Assistant	Human Rights Commission	135 Market Street, Rm. 403 - 94102	565-9256
Jacques Turley	Personnel Officer	Civil Service	Rm. 153, City Hall - 94102	558-2327
O. Evan Weath	Asst. Agricultural Commissioner	Weights & Measures	501 Army St. Rm. 108-A - 94124	558-3284
Deborah Wolfe	Retirement Analyst	Retirement	770 Golden Gate	558-2515
Ray Wong	Coordinator	SF Police Dept.	850 Bryant St., Rm. 15 - 94103	553-1805

Brief minutes of November 2, 1983 Personnel Council Meeting

Time: 10:00 AM

Place: Main Library, Commission Room

Present: Jim Horan - DSS, Bill Pannier - DSS, Ilze Rosenberg - City Planning, Elizabeth Greenlee - Real Estate, Herman Alcalde - DPW, Mori Noguchi - SFCCD, Ed Fong - SFCCD, Ray Bozzin - Agri/Wts&Meas, Evan Weeth - Agri/Wts&Meas, Betty Gerstle - SFPD, Jean Dusil - SFPD, Mary King-Gorwky - DA, Jim Hart - DA, Pat Cowan - Fire, Roberta Fazaude - MOET, Jeane Spandau - Controller, Al Schaaf - DPH/LHH, Vern Nulph - Airport, Karin Peterson - APD, Shong Tay - War Memorial, Marsha Ramirez - Port, Bette Thomas - CSC, Connie Suez - CSC, David Murphy - Library.

Payroll/Personnel System - Jane Irwin, Tom Poulas and staff presented the new Payroll/Personnel system complete with a handout that explained goals, payoffs and the transition process. They also had a draft of the Personnel Action Request form {PAR} which will be the turnaround document to enter personnel into the system and to correct and/or change information. Some City departments are currently beginning the transition to the new system.

New Medical Exam Procedure - Bette Thomas from the Assistant Secretary's Office presented the pending changes to rule 15 and the interim procedures to expedite medical exams and the appointment process. Since this meeting the amended rule, the interim policy and the instructions for implementation have been distributed.

Election of Officers - Election of officers for the continuing interim was held. Officers for 11/83-5/84 are:

Chair: Herman Alcalde - DPW
Vice Chair: Mori Noguchi - SFCCD
Secretary: Karin Peterson - APD

DOCUMENTS DEPT.

DEC 2 1983

SAN FRANCISCO
PUBLIC LIBRARY

PUBLIC LIBRARY
DOCUMENTS DIVISION

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SF Civil Service

DOCUMENTS DEPT.

NOTICE

DEC 2 1983

SAN FRANCISCO
PUBLIC LIBRARY

Personnel Council Meeting

December 7, 1983

9:30 AM

SOUTHEAST SEWAGE TREATMENT PLANT

750 Phelps

{one block from the Produce Market}

for the faint-at-heart a shuttle service will be provided from in front of the main library at 9:15AM.

AGENDA: Salary Survey

guest speaker: Al Ambrose, Civil Service

Tour of Treatment Plant

DOCUMENTS DEPT.

DEC 28 1983

SAN FRANCISCO
PUBLIC LIBRARY

SF Civil Service - Minutes

PERSONNEL COUNCIL MEETING

Date : December 7, 1983

Place : Conference Room, Southeast Sewage Treatment Plant

Present: Herman Alcade - DPW, Vern Nulph-Airport, Connie Suez-CSC, David Murphy-Library, Thelda Poteet-DPH, Marsha Ramirez-PORT, Alice Villagomez-DPW, Ray Bozzini-Agri/Wts & Meas, G.W. Weeth-Agri/Wts & Meas, Don Hesse-HRC, Mori Noguchi-SFCCD, Ilze Rozenbergs-City Planning, Elizabeth Greenlee-Real Estate, Deborah Wolfe-Ret., Sam Jeung-CSC.

Meeting Called to order by Chairman Alcade at 9:30 A.M.

- I. A review and comments on last meeting - New Payroll/Personnel System. Departments who were scheduled to be first on the new system reported that there seemed to be a delay by Controller's Payroll.
- II. Discussion on the new policy and change in the medical examinations. There were some comments on initial confusion at CSC on the cancelling and rescheduling of medicals, however they are working out the bugs.
- III. Possible subjects/speakers for the meetings in 1984 were announced as:
1/4/84 - PROPER PROCEDURE IN DISCIPLINARY ACTIONS.
By Stephanie Chang, Deputy City Attorney. Other subjects included the New computerized Civil Service Certification process, the No Smoking Ordinance and how to implement it, the EEO safety net, the CSC Examination Process.

Members were urged to suggest other topics of mutual interest for upcoming meetings.

- IV. Marsha Ramirez/Vern Nulph reported that the recommended by-laws for the new Council on Human Resources Management are being finalized now and that copies would be available before the end of 1983.

V. Salary survey for 1984-85. Mr. Albert Ambrose, Division Manager, who heads the Salary Section at CSC was introduced and spoke on the salary setting process for 1984-85. Private data from BAASC is now tailored more to the needs of the S.F. requirements. The data as of this moment is "old" data and the up-to-date data will not be available until mid March, 1984. Ambrose explained "Internal Adjustments" and indicated that requests for adjustments should be signed by the Department Head. He also indicated that there seemed to be an on going problem of communication between the ERD, the CSC and operating departments on clarification of establishing working conditions.

VI. Vern Nulph reported that he had occasion to seek safety glasses (prescription) for Stationary Engineers and has information on vendors and prices. Anyone who wishes detailed information is welcome to call Nulph at 976-2187.

Meeting was adjourned at 10:55 a.m.

Tour of the Southeast Sewage Treatment Plant followed and ended at 12:15 p.m.

Next meeting Wednesday January 4, 1984

10:00 a.m. Library Commission Room, San Francisco Main Library

Speaker: Deputy City Atty. Stephanie Chang
on How to Proceed on Disciplinary Suspensions and Terminations.

To many thanks
to Mori Noguchi
who took these minutes
in my absence
Karin Peterson

PUBLIC LIBRARY
DOCUMENTS DIVISION

JAN 30 1984

SAN FRANCISCO
PUBLIC LIBRARY

MINUTES OF PERSONNEL COUNCIL MEETING

Date: January 4, 1984

Place: Main Library - Commission Room

Present: Herman Alcalde, DPW; Ilze Rozenbergs, City Planning;
Deborah Wolfe, Retirement; G. Evan Weeth, Agri.; Roberta Fazande,
MOET; Jim Horan, DSS; Max Immel, Rec/Park; John Burice, Controller;
Yone Higashigawa, SFUSD; David Murphy, Library; Connie Suez, CSC;
Vernon Nulph, Airport; Jim Hart, D.A.; Mary King-Gorwky, D.A.;
Faith Van Putten, PUC; Karin Peterson, APD.

Meeting was called to order at 10:15 by Chairman Herman Alcalde.

CHRM Jim Horan reported that the by-laws for the Council on Human Resources Management are still in process of finalization and will be circulated.

SELECTIVE CERTIFICATIONS The new rules are due. These will be based on the recent Superior Court decision which differs somewhat from both Civil Service process and the City Attorney's opinion.

PROPER PROCEDURE IN DISCIPLINARY ACTIONS Diane Barry who works as an attorney for the PUC, out of the City Attorney's Office, substituted for Stephanie Chang as speaker on the subject of Proper Procedure in Disciplinary Actions. She stated that laws regarding employment change daily and that there is Supreme Court interest in issues of employment rights. Ms. Barry suggested some steps to make handling of discipline issues easier:

1. have rules and regulations, both city-wide and departmental, which are being enforced, either in writing or as matters generally accepted by the courts,
2. be both consistent and constant - do not selectively discipline as that is discrimination,
3. if you are making changes, start with one or two prevalent items to be changed - issue memos - do followup,
4. manpower is needed to make proper investigation and documentation,
5. when disciplining you are taking away a right, therefore you must allow a hearing, even in an emergency situation where it must be after the fact.

There was a question and answer session which brought out several other points. Ms Barry strongly suggested that when a department has a difficult or important hearing coming up, the City Attorney's Office be consulted before the hearing so that if the matter goes to Court, clear and proper evidence from the hearing will be available. If there is Union disagreement with a policy being enforced, the City Attorney can advise if there is a meet and confer issue.

Some time was spent on the subject of formal hearings. Ms. Barry pointed out that hearing officers do not always know proper procedures and rules of evidence. However, department representatives should know rules and understand when they are "getting away with something." Written and photographic evidence should be supported by the confirming presence of the author or, if that is not possible, of another person familiar with the scene. The City Attorney can help get city employee witnesses if this becomes a problem. If the case gets to court the bottom line is that Judges can do as they please.

SECRETARY/NO STENO POSITIONS Ed Gazzano is working with Civil Service on development of such positions. As 1450/52 lists are coming out, departments that want to keep non-steno positions should try fixing pending approval of the new positions.

HOLIDAY PAY Vern Nulph pointed out the problem of the employee who works a "real" holiday, such as Christmas 1983, but gets only straight time because the declared holiday is a different date. He sees this as a morale problem and would be willing to work on solutions with others who have affected shift workers.

MOU SIGN-OFF Clarification on the process of sign-off has not yet been made and departments are proceeding slowly, if at all.

RULE 34 - still in limbo.

ATTENDANCE STANDARDS This issue came up with the discussion of disciplinary actions. As DPH has developed such standards and DSS has used them, Jim Horan will bring copies to the next meeting.

meeting was adjourned at 11:25

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JAN 30 1984

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SF Civil Service
PERSONNEL COUNCIL MEETING

February 1, 1984 *Agenda*

10:00 AM

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COMMISSION ROOM

AGENDA: Civil Service Certification - The New
Computer System

Speakers: Larry Garcia - author of the system

Norma Gill - Senior Certification
Clerk

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SF Civil Service
PERSONNEL COUNCIL MEETING

March 7, 1984

10:15 AM

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AGENDA: Civil Service Examining - All the answers you
wish you had

Speaker: Geoff Rothman

Minutes of February 1 meeting will be distributed.

Please take special note of the attachment from Ed Gazzano,
Personnel Director for Public Health re departmental sign-
off of MOUs.

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MAR 9 1984

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January 31, 1984

Mr. Milton Mares
Employee Relations Director
Employee Relations Division
507 Polk Street, Room 320
San Francisco, CA 94102

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MAR 9 1984

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Dear Mr. Mares: , ,

The Department has concluded its review of the 1983/85 master MOU between SEIU and the Board of Supervisors, and the 1983/85 master MOU between Local 21 and the Board of Supervisors. As part of this review, the Department has, in consultation with your office, identified various provisions which, in accordance with Charter Section 2.401, deal with administrative affairs of operating departments. According to advice from your office, these provisions are not applicable to nor binding on a department unless that department specifically agrees with the provisions.

The following is a detailed list of such provisions in the SEIU and Local 21 MOUs together with a statement for each provision as to whether or not the Department agrees.

1. Shop Stewards' Processing Grievances during Employee's Duty Time

SEIU MOU: Section 8.B.5
Local 21 MOU: Article I.H.2.E

Position: Agree

2. Shop Stewards - Orientation

SEIU MOU: Section 8.B.6
Local 21 MOU: None

Position: Disagree. This provision provides no control over the number of shop stewards permitted to make appearances at orientation sessions nor does it restrict the amount of time shop stewards will be allowed to orientation sessions. The Department prefers to allow business representatives instead of shop stewards to make such appearances.

3. Overtime

SEIU MOU: Section 18.A (first paragraph)
Local 21 MOU: Article III.E.2

Position: Disagree. This provision restricts management discretion in assigning overtime work. It also requires additional record keeping and paperwork to permit inspection of overtime records.



4. Holidays: Christmas and New Years

SEIU MOU: Section 20.C (paragraph 3)
Local 21 MOU: None

Position: Agree

5. Workload Standards

SEIU MOU: Section 28 (paragraph 2)
Local 21 MOU: Article II.D.1 (paragraph 2)

Position: Disagree. This provision unnecessarily broadens the definition of working conditions and reduces management discretion in assigning the work force.

6. Hazardous Tasks

SEIU MOU: Section 30.A (paragraph 2)
Local 21 MOU: Article V.A.2

Position: Disagree. This provision grants to individual employees the absolute right to refuse assignments without concurrence by management. Under this section, an employee need only to claim that a particular task or work area is hazardous or unsafe in order to legally refuse an assignment.

7. VDT Working Conditions

SEIU MOU: Section 30.c
Local 21 MOU: None

Position: Subsection (1) Paragraph 1: Agree

Paragraph 2: Disagree. Workflow design is not properly the subject of the meet and confer process. This provision gives away a basic management tool.

Subsection (2): Agree

Subsection (3): Agree

Subsection (4): Disagree. Decision-making authority is vague due to the use of words and phrases such as "where necessary", "optimum comfort", and "optimal lighting". Meeting and consulting with the Union on the design of EDP equipment is inappropriate, time consuming, and inefficient.

8. Light Duty

SEIU MOU: Section 30.D
Local 21 MOU: Article V.B

Position: Agree

9. Layoff

SEIU MOU: Section 31

Local 21 MOU: Article II.D.2 and 3

Position: Disagree. Thirty days advance written notice is, in most cases, impossible. Most employees receive verbal notice far in advance. Meeting and conferring to consider alternatives to layoff prior to any layoff is cumbersome, delays the process, and is normally not productive. Disagreement could prevent layoff indefinitely.

10. Vending Machines

SEIU MOU: Section 32

Local 21 MOU: None

Position: Disagree. Vending machines now is use by the Department provide funds for patient benefits and activities. The establishment of vending machines by the Union will adversely affect this current arrangement.

11. Personnel Files

SEIU MOU: Section 42

Local 21 MOU: Article VI.B

- Position:
- (A). Agree
 - (B). Disagree. Employees should pay for additional copies of their personnel file, as is current practice.
 - (C). Disagree. Same as (B).
 - (D). Disagree. This provision implies the employee must have the opportunity to review, sign, and date all material prior to the material being placed in the file. This is not practical. Our current practice is to allow any employee to review his/her file at any time. Employees are also sent copies of most correspondence placed in their files.
 - (E). Agree
 - (F). Disagree. This paragraph is vague and reduces management discretion. Who decides when the employer "should have known" of conduct leading to discipline? Who is the "employer"?
 - (G). Disagree. This paragraph requires additional record keeping.

12. Lockers

SEIU MOU: Section 43

Local 21 MOU: None

Position: Agree

13. Posting Vacancies

SEIU MOU: Section 44.A

Local 21 MOU: Article VI.C

Position: Disagree. The Department, at any one time, may have as many as 500 vacancies. We are not staffed to provide the required information to each of the many separate work locations of the Department. Our current practice is to provide such information to employees requesting reassignment to a specific program.

14. Leaves of Absence

SEIU MOU: None
Local 21 MOU: Article I.I

Position: Disagree. Leaves of absence are governed by the rules of the Civil Service Commission and subject to the approval of the Appointing Officer. Also, ten-day written notice is not enough time to secure a replacement.

15. Discipline

SEIU MOU: None
Local 21 MOU: Article I.N

Position: Disagree. Some employees do not want copies of disciplinary actions sent to the Union. Employees are allowed representation of their choice. The Department normally sends a copy of disciplinary action to the Union only upon the employee's request.

16. New Hires

SEIU MOU: None
Local 21 MOU: Article VI.A

Position: Disagree. This provision requires additional paperwork for which the Department is not adequately staffed. The Department could consider providing such information on a periodic basis upon request.

17. Working out of Class

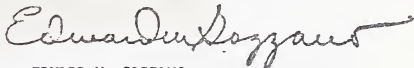
SEIU MOU: Section 40
Local 21 MOU: None

Position: Disagree. This is a Civil Service rule which should not be part of a MOU. Under the Charter, the Civil Service Commission decides whether or not work assignments are out of class. This provision requires out-of-class-work disputes be submitted to binding arbitration. Also, this provision, specifically Paragraph E, does not accomplish what was intended; the eventual temporary appointee may not be the same person who was temporarily assigned work out of class.

The Department has spent a considerable amount of time reviewing and evaluating both MOUs and has developed its decision based upon the impact of these provisions on the day-to-day administration of the Department. Managers and supervisors in the Department have been advised of those provisions which we consider to be neither applicable nor binding on the Department.

If you have any questions or wish to review this matter in more detail, please feel free to contact me.

Very truly yours,



EDWARD M. GAZZANO
Personnel Director

EMG:lc

cc: Mary Smith
Jim Ilnicki
Alvin Schaaf
File

extra copies: Herin Alcala (for distribution to Gov. Council)

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MINUTES OF PERSONNEL COUNCIL MEETING

APR 2 1984

March 7, 1984

Library Commission Room

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Present: Herman Alcalde-DPW, John Burke-Controller, Laura Low-Police, Elizabeth Gerstle-Police, Connie Suez-CSC, Marsha Ramirez-Port, Max Immel-Park/Rec, Ilze Rosenberg-City Planning, Elizabeth Greenlee-Real Estate, Deborah Wolfe-Retirement, Al Schaaf-DPH/LHH, David Murphy-Library, Karin Peterson-APD, Vernon Nulph-Airport, Manny Salazar-DA, James Hart-DA.

Several items that have been part of the meet-and-confer process with the unions were discussed:

1. Rule 20 - Disability Transfers. Civil Service will assign disability transfer employees to departments with vacancies. Connie Suez will be responsible for matching positions and duties. As part of this matching process the department involved can interview the potential employee but the final decision rests with Civil Service. There will be some sort of "probationary" period during which an assessment of the employee can be made. If the department does not feel the employee can perform, the matter may go to an hearing officer (Al Walker has list) who, along with the usual decisions in such matters, also has the option of returning the employee to the pool of employees awaiting disability transfer, for a new assignment.
2. Rule 34 - Grievance Procedure. Still in limbo. Now hung up on question of whether discipline is to be grievable.
3. The unions are working for a Charter amendment that would allow collective bargaining for fringes other than retirement. There is some question as to whether this might get into areas of authority now exercised by Appointing Officers. Herman Alcalde will try to get copies of the proposed amendment.
4. Some of the crafts unions are bargaining now. Anyone with questions as to the status of negotiations can contact Dennis Ruel at ERD.

Al Schaaf, Public Health, brought the latest information on the MOUs with Local 21 and Locals 250, 390/400 & 535. The question of agreement from Appointing Officers and departmental sign-off is still not resolved. ERD agrees that Charter Section 2.401 applies to these MOUs. The unions have taken the position that the MOUs were signed for the entire City and apply. However no one seems to be pushing for an "ultimate" decision. DPW had a grievance which concerned, in part, the applicability of part of the MOU. The matter was not put to arbitration because the union did not push for it. Milton Mares, ERD, has stated that he would supply a brief to any arbitrator explaining the City's position re Charter Section 2.401. These agreements come up for negotiation again in a year and probably ERD will try for more general agreements with specifics left for separate departmental MOUs.

Al also brought copies of the final draft of the Council of Human Resource Managers (CHRM) by-laws for discussion and acceptance at the next meeting, ~~April 4.~~

May 2.

Vern Nulph reported his progress on the problem of Sunday-holiday pay for shift workers. He pointed out that in 1984 there are 6 Sunday holidays officially observed on Monday. He also stated that different departments have resolved the problem differently so that the resulting methods of pay to employees have not been consistent. {The Sheriff gave holiday pay on Christmas and New Years Day. In the Health Department employees got straight time and an in-lieu day.} For the Airport, Vern is going to ask for changes, through Civil Service, to allow holiday pay for Sunday only workers and holiday pay on Sunday for Sunday/Monday workers.

It was further pointed out that the problem of equitable pay for shift workers could be extended to times of daylight savings changes. There is a question as to whether Civil Service has authority to make requested changes or whether there would need to be an ordinance change.

The scheduled speaker, Geoff Rothman, was ill and business being concluded the meeting was adjourned at 11:20.

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SF Civil Service
PERSONNEL COUNCIL MEETING

April 4, 1984

10:15 AM

MAIN LIBRARY - COMMISSION ROOM

AGENDA: Civil Service Charter Revision

Chairman Alcalde will have copies of the proposed revision for those who have not received it. Attached is a copy of the letter sent to department heads by the Mayor, which gives a summary of the changes proposed.

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APR 2 1984

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March 6, 1984

Arlene Sauser
Chief Adult Probation Officer
Adult Probation Department
880 Bryant Street
San Francisco, CA 94103

Dear Arlene:

During my inaugural address on January 9, I underscored four major priorities for the immediate future. One of the four is charter reform. The need to modernize our city charter is a clear priority, particularly in the area of civil service and overall personnel administration.

Since the 1980 Charter Revision Commission produced a series of recommendations for reform, interest has been building for a practical, common sense approach to charter reform in the civil service area.

The attached is a working draft of a charter revision package developed in response to prior suggestions and recent proposals. This draft represents my present thinking.

Briefly, the amendment would:

- create a personnel department under a director, nominated by the Commission, appointed by the mayor, serving at the pleasure of the Commission.
- change the role of the Commission from administrative duties to policy review and appellate responsibilities. Terms would remain staggered, but would be reduced from six to four years.
- charge the Director with responsibility to establish personnel rules for Commission review in each area: recruitment, selection, certification, appointment, training, evaluation, and discipline. Matters regarding construction, content, conduct and type of examinations would be solely the responsibility of the Director. Present charter language that would be eliminated, to be replaced by rules, would include:
 - (1) the procedures for adoption of lists of eligibles and the duration of these lists
 - (2) restrictions on certification of eligibles (the rule of three)

- delete and/or amend the limited tenure and non-civil service provisions in keeping with the temporary employees agreement.

The amendment retains all Charter language protecting the merit system and the oath that Commissioners swear to is extended to the Director.

I would sincerely appreciate receipt of your comments, preferably in writing, before a final amendment is submitted to the Board of Supervisors this spring for the November ballot.

I have asked Peter Henschel, Deputy for Management and Programs, to coordinate responses and to meet with concerned parties in order to ensure that we have a practical proposal that provides management with the tools and flexibility it needs while protecting employee rights and the merit system.

I cannot underscore enough the importance I place on this effort. Please give me your comments by March 23, if at all possible. If you have any questions or wish to pursue in detail, please contact Peter Henschel at 558-5974.

Warmest regards.

Sincerely,



Dianne Feinstein
Mayor

DF:la

Attachment



APR 16 1984

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MINUTES OF PERSONNEL COUNCIL MEETING

April 4, 1984

Library Commission Room

Present: Vernon Nulph-Airport; John Burke-Controller; Ray Bozzini-Agri./Wts&M.; Evan Weeth-Agri./Wts&M.; Shong Tay-War Mem.; Karin Peterson-APD; Herman Alcalde-DPW; Connie Suez-CSC; James Hart-DA; Jim Horan-DSS; Ilze Rozenberg-City Planning; Elizabeth Greenlee-Real Estate; David Murphy-Library; Pat Cowan-Fire; Max Immel-Rec/Park; Mori Noguchi-SFCCD; Jerome Turay-SFUSD.

The meeting was called to order at 10:15 by Chairman Herman Alcalde

The minutes of the March 7 meeting were approved as submitted.

PLEASE NOTE UNDERLINED SECTION BELOW

Al Schaaf had been expected at this meeting for discussion and approval of the CHRM bylaws and election of officers. He was unable to attend and this matter has been put over until the May 2 meeting. It was pointed out that it is now 6 months since the interim officers were elected. If CHRM is not ready to take over the Council's functions then a new interim slate of officers must be elected.

Two suggestions were made for possible outside speakers for future meetings:

1. Pat MacLachlan of Employee Health Service re the system for referrals for medical evaluation. There is some dissatisfaction with the summary evaluations currently being given to departments.
2. A Hearing Officer to present his expectations in the processing of a personnel hearing. It was noted that three of the larger departments, DPW, Public Health and Social Services are trying to become familiar with and use a wider range of officers from the list.

The additional processing requirement for Personal Services Contracts, the Human Rights Commission review, was brought up and it was questioned how this relates to the new set-aside for minority contractors. John Burke stated that Julian Rhine has done an analysis for the Controller and that he would try to obtain copies of this for the group. Herman Alcalde pointed out that for departments like DPW that process many personal services contracts the current Civil Service review already creates a bottleneck. If the contracting authority rests with the Appointing Officer then the fiscal review by the Controller should be sufficient.

Proposed Charter Amendment 8.407-1 and an analysis by Patrick Gibbons of ERD was distributed. This is the amendment that would allow meet-and-confer on "benefits and working conditions." The unions are, of course, backing this but the issue of Charter rights of Appointing Officers may mean that, even if passed, the implementation of the amendment will end up before arbitrators or in the courts.

The proposed amendment to the Civil Service sections of the Charter was discussed. It was mentioned that Darrell Salomon in his "farewell speech" to the Commission again warned against revising the Charter to allow a ret



return to the Spoils system. Some concern along these lines was expressed about the failure of the proposed amendment to address the process of certification from lists and other procedural matters. It was also noted that the amendment limits Provisional Appointments strictly to one year. What will happen if/when Civil Service is unable to provide a permanent employee for a position within this time is not addressed. The amendment greatly increases the power of the Personnel Director without providing a mechanism for insuring input from the Departments. In short, it was decided that there are enough issues of concern to the group to make a written comment to the Mayor.

A subcommittee of Vernon Nulph, Mori Noguchi and Karin Peterson is meeting April 26 to draft a written statement to the Mayor concerning the Personnel Council's position re the Civil Service Charter Amendment. If you have input for this statement please contact Vernon Nulph, 876-2187, or Karin Peterson, 553-1689, by April 20. The draft will be presented for approval at the May 2 meeting.

There being no further business the meeting was adjourned at 11:20.

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JUN 6 1984

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SE Civil Service

PERSONNEL COUNCIL MEETING

Agenda

June 6, 1984

10:00 AM

MAIN LIBRARY - COMMISSION ROOM

AGENDA: CHRM-Council of Human Resources Managers
By-laws - discussion and vote for acceptance

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JUN - 6 1984 1:00pm *ek*

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